

**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**LIBRARY BOARD MEETING**

**WEDNESDAY, APRIL 21, 2021**

**6:30 P.M.**

**VIRTUAL MEETING**



The Board of Trustees of the Evanston Public Library will hold its monthly meeting remotely. There are two ways to access the meeting, and it's pretty simple: on your computer or a phone.

**Topic: EPL Board Meeting**

**Time: Apr 21, 2021 06:30 PM Central Time (US and Canada)**

**Join Zoom Meeting**

**<https://zoom.us/j/99849610084?pwd=bjlQaEICK0xsZ3J3WFcvUjJ6bkdBUT09>**

**Meeting ID: 998 4961 0084**

**Passcode: 675572**

**One tap mobile**

**+13126266799,,99849610084#,,,,\*675572# US (Chicago)**

**Dial by your location**

**+1 312 626 6799 US (Chicago)**

Please sign up to provide public comment by phone or video during the meeting by completing this google form: <https://forms.gle/ToDV6zMPnjHDiJGX8>

**Zoom Tips**

- Proper etiquette for virtual meetings is to mute your microphone unless you are talking. This makes it much easier for everyone else to hear and eliminates background noise.
- If you are connecting with a computer, your microphone is automatically muted.
- If you are connecting with a phone, please mute your audio.
- This meeting will be recorded (video and audio) as required by law.



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, April 21, 2021**  
**Meeting of the Board**  
**6:30 PM**  
**Virtually, via Zoom**

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings due to COVID-19, City Council members and City staff will be participating in this meeting remotely

Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Library Board meetings may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the online form at <https://library-board-public-comment-sign-up>

**AGENDA**

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

**2. CITIZEN COMMENT**

Not to exceed 45 minutes

**3. CONSENT AGENDA**

- A. Approval of Minutes March 17, 2021
- B. Approval of Bills and Payroll

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

- A. Proclamation
- B. Strategic Planning

**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 (Distributed in Advance)

**8. BOARD REPORTS**

- A. Stewardship event - next steps
- B. Facilities Committee

**9. BOARD DEVELOPMENT**

- A. YWCA Equity Summit 2021  
*Redistributing Power to Build Liberated Communities* May 13 & 14

**10. UNFINISHED BUSINESS**

**11. NEW BUSINESS**

- A. Appointment of Nominating Committee
- B. Non-Resident Card Fee remains the same (For Discussion)
- C. Closed Session – Personnel (Library Director Contract and Real Estate)

**12. ADJOURNMENT**

**Next Meeting: May 19, 2021 at 6:30 pm: via Zoom**

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 or TDD/TTY number 847-866-5095 at least 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, March 17, 2021**  
**Meeting of the Board**  
**6:30 PM**  
**Virtually, via Zoom**

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings due to COVID-19, City Council members and City staff will be participating in this meeting remotely.

Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Library Board meetings may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the online form at <https://library-board-public-comment-sign-up>.

**Members Present:** Tracy Fulce, Adam Goodman, Rachel Hayman, Shawn Iles, Margaret Lurie, Benjamin Schapiro and Terry Soto

**Members Absent:** Ruth Hays

**Staff Present:** Karen Danczak Lyons, Lea Hernandez-Solis, Teri Campbell, Renee Neumeier, Courtney Reed-Tanner, Tyler Works and John Devaney

**Presiding Member:** Shawn Iles, President

**Call to order/Declaration of Quorum:** President Iles called the meeting to order when a quorum of Trustees was established at 6:33 p.m.

**Citizen Comment:** There was no citizen comment.

**Consent Agenda:**

**A. Approval of the Bills and Payroll and Minutes of the February 17, 2021 Board Meeting**

Upon motion made by Trustee Lurie and seconded by Trustee Schapiro, the consent agenda was approved by unanimous roll call vote.

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

- Citywide STEM challenges (presentation included in board packet)  
Renee Neumeier, Tyler Works and Kirby Callom (D65, Director of EvanSTEM) provided a presentation of the citywide STEM work they completed over the past year which successfully bridges capacity between a number of far-reaching partner organizations and content providers to deliver high quality, impactful opportunities to priority populations of Black, Latinx and girls.
- State of the Art Lighting (John Devaney and Alissa Hansen, environmental engineer Verde Energy Efficiency)  
Hansen gave an informational presentation (included in board packet) on a range of options to upgrade the Library with energy efficient lighting needed to reduce our carbon footprint, as the last large public facility to move to a cost-effective solution, and answered questions from the Trustees.

- **Strategic Planning**  
Executive Director Danczak Lyons reported on the progress toward the completion of the updated strategic and work plan. The community survey has been completed, translated, and confirmation of delivery methods to include partner organizations and events is underway. Soon invitations to community listening sessions will be sent. Discussions are also underway about incentivizing participation to show appreciation and appropriate value.

**Equity, Diversity and Inclusion (Joint Task Force):**

**A. Joint Task Force (Update).**

Campbell previewed the upcoming inservice staff training to include mental health first aid, and discussion from the racial equity curriculum applied using local indicators to inform what that means for our work, approach and attitude as we endeavor to serve best. The EDI committee is also weighing options for augmenting internal staff communication in order to help staff know what is in the works before programs and services are in final form for the purpose of efficiency, the potential to layer programs for different age groups, etc.

Director Danczak Lyons led the Racial Equity Task Force (our community advisory group) through a recap of the ABCD conversations that we conducted with the board and community in the lead up to prior operational decisions, and fielded questions from the group about the strategic planning process.

**Library Director's Report:**

Executive Director DL added to the report (which is included in the board packet) our vigilant pursuit of the \$200M in federal funding for libraries to fulfill their role in the recovery with one-time spending.

**Staff Report:**

**A. Administrative Services Report**

Campbell shared brief highlights from the written report (included in the board packet).

**Board Development:** None.

**Unfinished Business:** None.

**New Business:**

**A. Closed Session – Personnel (Library Director Evaluation and Contract)**

Upon proper motion made by President Iles seconded by Trustee Hayman and approved by unanimous roll call vote, the Trustees commenced closed session discussion of a personnel matter.

**Adjournment:**

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Fulce and approved by roll call vote. Meeting adjourned at 9:02 p.m.

**Submitted by:** Terry Soto / Teri Campbell



# Memorandum

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

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

Subject: Library Fund Bills

Date: April 16, 2021

## **Recommended Action**

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

## **Payroll**

March 1, 2021 through March 14, 2021	\$ 162,285.44
March 15, 2021 through March 28, 2021	\$ 163,595.15
March 29, 2021 through April 11, 2021	\$ 166,782.67

## **Library Fund Bills List**

March 9, 2021	\$ 106,382.93
March 23, 2021	\$ 58,457.42
April 13, 2021	\$ 48,353.00

Attachments: Bills Lists

BILLS LIST

PERIOD ENDING 03.09.2021 FY2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
<b>Department 48 - LIBRARY</b>				
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
16292 - ELASCHA MADISON	CHILDREN'S SUMMER KITS AND CRAFTS REIMBURSEMENT	03/09/2021	03/09/2021	399.42
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1		\$399.42
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV PRINT	03/09/2021	03/09/2021	11.85
100474 - BAKER & TAYLOR	JUV PRINT	03/09/2021	03/09/2021	1,146.23
100474 - BAKER & TAYLOR	JUV PRINT	03/09/2021	03/09/2021	639.86
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	03/09/2021	03/09/2021	177.93
	Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 4		\$1,975.87
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100655 - BLACKSTONE PUBLISHING	JUV AV	03/09/2021	03/09/2021	265.40
324163 - FINDAWAY WORLD, LLC	YA AV	03/09/2021	03/09/2021	34.65
324163 - FINDAWAY WORLD, LLC	JUV AV	03/09/2021	03/09/2021	1,812.28
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 3		\$2,112.33
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
101955 - CANDID	ONLINE RESOURCES	03/09/2021	03/09/2021	2,995.00
137361 - COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	03/09/2021	03/09/2021	.98
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	ADULT ELECTRONIC RESOURCES	03/09/2021	03/09/2021	6,676.00
16334 - KANOPY	ONLINE RESOURCES	03/09/2021	03/09/2021	1,982.00
194681 - LIBRARIES FIRST	ADULT ONLINE RESOURCES	03/09/2021	03/09/2021	500.00
103424 - MIDWEST TAPE	AD ONLINE RESOURCES	03/09/2021	03/09/2021	4,499.96
104226 - PROQUEST INFO & LEARNING COMPANY	ONLINE RESOURCES	03/09/2021	03/09/2021	12,351.87
104226 - PROQUEST INFO & LEARNING COMPANY	ONLINE RESOURCES	03/09/2021	03/09/2021	8,317.50
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals	Invoice Transactions 8		\$37,323.31
<b>Account 65100 - LIBRARY SUPPLIES</b>				
17049 - CHARLOTTA KOPPANYI	MEMORY CAFE PROFESSIONAL SERVICES	03/09/2021	03/09/2021	50.00
15973 - MELISSA HALKA	GOOD TROUBLE SEWING CIRCLE SUPPLIES	03/09/2021	03/09/2021	17.55
15973 - MELISSA HALKA	EVANSTON URBAN SKETCHING SUPPLIES	03/09/2021	03/09/2021	17.68
15973 - MELISSA HALKA	EVANSTON URBAN SKETCHING SUPPLIES	03/09/2021	03/09/2021	19.83
17769 - THOMAS EMBERTON	MEMORY CAFE PROFESSIONAL SERVICES	03/09/2021	03/09/2021	200.00
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 5		\$305.06
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT BOOKS	03/09/2021	03/09/2021	4,344.00
100474 - BAKER & TAYLOR	ADULT PRINT	03/09/2021	03/09/2021	8.15
100474 - BAKER & TAYLOR	ADULT PRINT	03/09/2021	03/09/2021	7.62
100474 - BAKER & TAYLOR	ADULT PRINT	03/09/2021	03/09/2021	1,347.71
100474 - BAKER & TAYLOR	CROWN PRINT	03/09/2021	03/09/2021	1,053.86
100474 - BAKER & TAYLOR	ADULT PRINT	03/09/2021	03/09/2021	21.15
100474 - BAKER & TAYLOR	ADULT PRINT	03/09/2021	03/09/2021	23.48
100474 - BAKER & TAYLOR	ADULT PRINT	03/09/2021	03/09/2021	751.95
100474 - BAKER & TAYLOR	ADULT PRINT	03/09/2021	03/09/2021	879.60
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/09/2021	03/09/2021	71.97
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	1,265.91
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	36.98
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	797.43
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	266.48
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	3,138.13
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	1,214.80
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	197.50
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	17.50
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	32.81
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	1,356.87
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	795.32
276974 - OVER DRIVE, INC.	EBOOKS	03/09/2021	03/09/2021	112.00
	Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 22		\$17,741.22
<b>Account 65635 - PERIODICALS</b>				
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	ECC-SUPPLEMENTAL MEMBER FEE- OVERDRIVE MAGAZINE	03/09/2021	03/09/2021	3,357.80
	Account 65635 - PERIODICALS Totals	Invoice Transactions 1		\$3,357.80
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100655 - BLACKSTONE PUBLISHING	ADULT AV	03/09/2021	03/09/2021	55.65
323474 - CAVENDISH SQUARE PUBLISHING, LLC	ADULT AV	03/09/2021	03/09/2021	177.93
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	451.20
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	320.33
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	45.48
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	27.04
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	114.45
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	67.09
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	171.84
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	339.45
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	68.46
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	22.74
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	79.47
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	69.72
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	81.96
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	48.44
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	106.51
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	69.72
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	118.62
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	261.57
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	100.04
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	22.09
103424 - MIDWEST TAPE	ADULT AV	03/09/2021	03/09/2021	9.99
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 23		\$2,829.79
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/09/2021	03/09/2021	108.05
	Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 1		\$108.05
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	FINAL BILL NATURAL GAS	03/09/2021	03/09/2021	104.66
	Account 64015 - NATURAL GAS Totals	Invoice Transactions 1		\$104.66
<b>Account 65100 - LIBRARY SUPPLIES</b>				
246540 - Beatriz Echevarria	LIMPIEZA VERDE SUPPLIES	03/09/2021	03/09/2021	32.95
297376 - Kellye S Fleming	PROGRAM SUPPLIES	03/09/2021	03/09/2021	39.69
18022 - TWISTED FIBER STUDIO	TWISTED FIBER PROGRAM	03/09/2021	03/09/2021	110.00
206940 - ULINE	SPRAY BOTTLES FOR PROGRAM SUPPLIES	03/09/2021	03/09/2021	37.50
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 4		\$220.14
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	03/09/2021	03/09/2021	29.95
100474 - BAKER & TAYLOR	ADULT PRINT	03/09/2021	03/09/2021	32.76
100474 - BAKER & TAYLOR	CROWN PRINT	03/09/2021	03/09/2021	74.57
100474 - BAKER & TAYLOR	CROWN PRINT	03/09/2021	03/09/2021	506.56
100474 - BAKER & TAYLOR	ADULT PRINT	03/09/2021	03/09/2021	24.13
	Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 5		\$667.97
<b>Business Unit 4825 - ENGAGEMENT SERVICES Totals</b>				
		Invoice Transactions 11		\$1,100.82

BILLS LIST

PERIOD ENDING 03.09.2021 FY2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
17174 - ELACSHA MADISON	YEARLY SUPPLIES, TRAINING, EVENT AND PROGRAMS	03/09/2021	03/09/2021	1,220.50
17174 - ELACSHA MADISON	SUMMER TEEN KITS AND CRAFT	03/09/2021	03/09/2021	408.12
14126 - RENEE NEUMEIER	PROJECT NEXT GENERATION SUPPLIES	03/09/2021	03/09/2021	152.53
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	SCAN STATION UPGRADE AND SCANNER	03/09/2021	03/09/2021	40.00
	<b>Account 65100 - LIBRARY SUPPLIES Totals</b>		<b>Invoice Transactions 4</b>	<b>\$1,821.15</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	YA PRINT	03/09/2021	03/09/2021	471.47
100474 - BAKER & TAYLOR	CROWN PRINT	03/09/2021	03/09/2021	19.00
	<b>Account 65630 - LIBRARY BOOKS Totals</b>		<b>Invoice Transactions 2</b>	<b>\$490.47</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
324163 - FINDAWAY WORLD, LLC	YA AV	03/09/2021	03/09/2021	2,180.90
	<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>		<b>Invoice Transactions 1</b>	<b>\$2,180.90</b>
	<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING Totals</b>		<b>Invoice Transactions 7</b>	<b>\$4,492.52</b>
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/09/2021	03/09/2021	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/09/2021	03/09/2021	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/09/2021	03/09/2021	352.05
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	03/09/2021	03/09/2021	145.00
103357 - METROPOLITAN INDUSTRIES INC.	BUILDING MAINTENANCE SERVICES	03/09/2021	03/09/2021	1,389.90
104595 - SCHINDLER ELEVATOR CORP	ANNUAL NO LOAD HYDRAULIC SAFETY TEST	03/09/2021	03/09/2021	1,500.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2021	03/09/2021	03/09/2021	10,145.00
	<b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>		<b>Invoice Transactions 7</b>	<b>\$14,236.05</b>
<b>Account 62245 - OTHER EQMT MAINTENANCE</b>				
12896 - MC SALES COMPANY	ANNUAL MAINTENANCE COINBOXES	03/09/2021	03/09/2021	2,277.00
	<b>Account 62245 - OTHER EQMT MAINTENANCE Totals</b>		<b>Invoice Transactions 1</b>	<b>\$2,277.00</b>
<b>Account 65040 - JANITORIAL SUPPLIES</b>				
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	03/09/2021	03/09/2021	49.40
	<b>Account 65040 - JANITORIAL SUPPLIES Totals</b>		<b>Invoice Transactions 1</b>	<b>\$49.40</b>
	<b>Business Unit 4840 - LIBRARY MAINTENANCE Totals</b>		<b>Invoice Transactions 9</b>	<b>\$16,562.45</b>
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
<b>Account 56140 - FEES AND MERCHANDISE SALE</b>				
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX JAN 2021	03/09/2021	03/09/2021	13.00
	<b>Account 56140 - FEES AND MERCHANDISE SALE Totals</b>		<b>Invoice Transactions 1</b>	<b>\$13.00</b>
<b>Account 62185 - CONSULTING SERVICES</b>				
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	03/09/2021	03/09/2021	500.00
	<b>Account 62185 - CONSULTING SERVICES Totals</b>		<b>Invoice Transactions 1</b>	<b>\$500.00</b>
<b>Account 62295 - TRAINING &amp; TRAVEL</b>				
10172 - LEA FARAH HERNANDEZ-SOLIS	ALA CONFERENCE REGISTRATION	03/09/2021	03/09/2021	650.00
297948 - Karen Danczak Lyons	ALA VIRTUAL CONFERENCE REGISTRATION	03/09/2021	03/09/2021	99.00
	<b>Account 62295 - TRAINING &amp; TRAVEL Totals</b>		<b>Invoice Transactions 2</b>	<b>\$749.00</b>
<b>Account 64540 - TELECOMMUNICATIONS - WIRELESS</b>				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	03/09/2021	03/09/2021	18.95
	<b>Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals</b>		<b>Invoice Transactions 1</b>	<b>\$18.95</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/09/2021	03/09/2021	121.92
	<b>Account 65100 - LIBRARY SUPPLIES Totals</b>		<b>Invoice Transactions 1</b>	<b>\$121.92</b>
	<b>Business Unit 4845 - LIBRARY ADMINISTRATION Totals</b>		<b>Invoice Transactions 6</b>	<b>\$1,402.87</b>
<b>Business Unit 4850 - LIBRARY GRANTS</b>				
<b>Account 62185 - CONSULTING SERVICES</b>				
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	03/09/2021	03/09/2021	600.00
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	03/09/2021	03/09/2021	600.00
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	03/09/2021	03/09/2021	600.00
	<b>Account 62185 - CONSULTING SERVICES Totals</b>		<b>Invoice Transactions 3</b>	<b>\$1,800.00</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101406 - DEMCO, INC.	MOBILE DISPLAY BOOK SHELF	03/09/2021	03/09/2021	1,175.92
	<b>Account 65100 - LIBRARY SUPPLIES Totals</b>		<b>Invoice Transactions 1</b>	<b>\$1,175.92</b>
	<b>Business Unit 4850 - LIBRARY GRANTS Totals</b>		<b>Invoice Transactions 4</b>	<b>\$2,975.92</b>
	<b>Department 48 - LIBRARY Totals</b>		<b>Invoice Transactions 104</b>	<b>\$92,579.38</b>
	<b>Fund 185 - LIBRARY FUND Totals</b>		<b>Invoice Transactions 104</b>	<b>\$92,579.38</b>
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>				
<b>Department 48 - LIBRARY</b>				
<b>Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT</b>				
<b>Account 65515 - OTHER IMPROVEMENTS</b>				
18019 - BP&T CONSTRUCTION	MAIN LIBRARY INTERIOR /EXTERIOR PAINTING BID C/P 20-46	03/09/2021	03/09/2021	12,035.80
	<b>Account 65515 - OTHER IMPROVEMENTS Totals</b>		<b>Invoice Transactions 1</b>	<b>\$12,035.80</b>
	<b>Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals</b>		<b>Invoice Transactions 1</b>	<b>\$12,035.80</b>
	<b>Department 48 - LIBRARY Totals</b>		<b>Invoice Transactions 1</b>	<b>\$12,035.80</b>
	<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>		<b>Invoice Transactions 1</b>	<b>\$12,035.80</b>
<b>* = Prior Fiscal Year Activity</b>			<b>Invoice Transactions 105</b>	<b>\$104,615.18</b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 03.09.2021**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

<b>ACCOUNT NUMBER</b>	<b>SUPPLIER NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
	VARIOUS TWIN EAGLE	NATURAL GAS-FEBRUARY, 2021	1,767.75
			<u>1,767.75</u>
		<b>GRAND TOTAL</b>	<b><u>106,382.93</u></b>

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

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

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

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

BILLS LIST

PERIOD ENDING 03.23.2021 FY2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
<b>Department 48 - LIBRARY</b>				
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
100474 - BAKER & TAYLOR	JUV PRIZES	03/23/2021	03/23/2021	29.45
16292 - ELASCHA MADISON	CHILDREN'S SUMMER KITS AND CRAFTS REIMBURSEMENT	03/23/2021	03/23/2021	439.49
102512 - ILLINOIS LIBRARY ASSOCIATION	IREAD PURCHASES FOR SUMMER READING	03/23/2021	03/23/2021	329.38
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>798.32</b>
<b>Account 65630 - LIBRARY BOOKS</b>				<b>Invoice Transactions 3</b>
100474 - BAKER & TAYLOR	JUV AND YA PRINT	03/23/2021	03/23/2021	60.82
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	1,353.84
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	19.23
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	19.23
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	315.33
100474 - BAKER & TAYLOR	JUV AND YA PRINT	03/23/2021	03/23/2021	32.42
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	465.06
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	1,328.00
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	821.80
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	63.85
100474 - BAKER & TAYLOR	JUV AND AV PRINT	03/23/2021	03/23/2021	93.15
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	93.32
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	80.89
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	1,320.94
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	1,382.98
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	1,295.81
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>8,746.67</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				<b>Invoice Transactions 16</b>
324163 - FINDAWAY WORLD, LLC	JUV AV	03/23/2021	03/23/2021	164.44
324163 - FINDAWAY WORLD, LLC	JUV AV	03/23/2021	03/23/2021	2,909.41
103424 - MIDWEST TAPE	JUV AV	03/23/2021	03/23/2021	212.16
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>\$3,286.01</b>
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>				<b>Invoice Transactions 22</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
120231 - SCHOLASTIC LIBRARY PUBLISHING	BOOKFLIX RENEWAL	03/23/2021	03/23/2021	4,670.00
<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>				<b>Invoice Transactions 1</b>
<b>Account 65630 - LIBRARY BOOKS</b>				<b>\$4,670.00</b>
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	21.27
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	543.06
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	497.53
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	387.90
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	2.71
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	63.17
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	1,800.26
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	301.43
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	4.08
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	813.05
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	565.53
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	132.47
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	354.22
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	564.55
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	299.23
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	183.35
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	1,091.32
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	701.38
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/23/2021	03/23/2021	76.47
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/23/2021	03/23/2021	74.97
276974 - OVER DRIVE, INC.	EBOOKS	03/23/2021	03/23/2021	655.89
276974 - OVER DRIVE, INC.	EBOOKS	03/23/2021	03/23/2021	37.97
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>9,171.81</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				<b>Invoice Transactions 22</b>
100474 - BAKER & TAYLOR	ADULT AV	03/23/2021	03/23/2021	109.70
100474 - BAKER & TAYLOR	ADULT AV	03/23/2021	03/23/2021	180.02
100474 - BAKER & TAYLOR	ADULT AV	03/23/2021	03/23/2021	65.22
103424 - MIDWEST TAPE	ADULT AV	03/23/2021	03/23/2021	97.95
103424 - MIDWEST TAPE	ADULT AV	03/23/2021	03/23/2021	153.47
103424 - MIDWEST TAPE	ADULT AV	03/23/2021	03/23/2021	34.09
103424 - MIDWEST TAPE	ADULT AV	03/23/2021	03/23/2021	122.70
103424 - MIDWEST TAPE	ADULT AV	03/23/2021	03/23/2021	22.74
103424 - MIDWEST TAPE	ADULT AV	03/23/2021	03/23/2021	37.09
103424 - MIDWEST TAPE	ADULT AV	03/23/2021	03/23/2021	26.49
103424 - MIDWEST TAPE	ADULT AV	03/23/2021	03/23/2021	21.24
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>870.71</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY Totals</b>				<b>Invoice Transactions 34</b>
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 62340 - IT COMPUTER SOFTWARE</b>				
14768 - SPRINT COM. INC.	MOBILE HOTSPOTS	03/23/2021	03/23/2021	4,973.00
<b>Account 62340 - IT COMPUTER SOFTWARE Totals</b>				<b>Invoice Transactions 1</b>
<b>Business Unit 4820 - ACCESS SERVICES Totals</b>				<b>\$4,973.00</b>
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 62340 - IT COMPUTER SOFTWARE</b>				
13544 - BIBLIOTHECA + 3M	SERVICE AGREEMENT	03/23/2021	03/23/2021	2,598.00
<b>Account 62340 - IT COMPUTER SOFTWARE Totals</b>				<b>Invoice Transactions 1</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				<b>\$2,598.00</b>
18187 - STEPANIE DAVENPORT	STORYTELLER FOR BLACK HISTORY MONTH PROGRAM	03/23/2021	03/23/2021	100.00
206940 - ULINE	SPRAY NOZZLE - RC PROGRAM SUPPLIES	03/23/2021	03/23/2021	36.32
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>Invoice Transactions 2</b>
<b>Account 65630 - LIBRARY BOOKS</b>				<b>\$136.32</b>
100474 - BAKER & TAYLOR	JUV AND YA PRINT	03/23/2021	03/23/2021	10.73
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	118.46
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	72.33
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	15.82
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	257.41
100474 - BAKER & TAYLOR	JUV AND YA PRINT	03/23/2021	03/23/2021	10.16
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	7.34
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	1,908.37
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	44.14
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	63.80
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	32.19
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	23.70
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	759.60
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	51.96

BILLS LIST

PERIOD ENDING 03.23.2021 FY2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	45.78
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2021	03/23/2021	10.11
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 16	\$3,431.90
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 19	\$6,166.22
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
17174 - ELACSHA MADISON	BLACK HISTORY MONTH REIMBURSEMENT	03/23/2021	03/23/2021	304.42
18189 - MEGHAN HUTCH	PROFESSIONAL SERVICES	03/23/2021	03/23/2021	200.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$504.42
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV AND YA PRINT	03/23/2021	03/23/2021	153.92
100474 - BAKER & TAYLOR	JUV AND YA PRINT	03/23/2021	03/23/2021	74.30
100474 - BAKER & TAYLOR	JUV AND AV PRINT	03/23/2021	03/23/2021	230.96
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	200.39
100474 - BAKER & TAYLOR	JUV PRINT	03/23/2021	03/23/2021	145.65
100474 - BAKER & TAYLOR	JUV AND YA PRINT	03/23/2021	03/23/2021	238.26
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 6	\$1,043.48
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100474 - BAKER & TAYLOR	ADULT AV	03/23/2021	03/23/2021	50.04
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	\$50.04
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 9	\$1,597.94
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/23/2021	03/23/2021	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/23/2021	03/23/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/23/2021	03/23/2021	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/23/2021	03/23/2021	108.05
102318 - HENRICHSEN FIRE & SAFETY	FIRE EXTINGUISHER CERTIFICATION	03/23/2021	03/23/2021	562.30
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 5	\$1,482.50
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	UTILITIES: NICOR	03/23/2021	03/23/2021	672.29
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$672.29
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 6	\$2,154.79
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
<b>Account 62185 - CONSULTING SERVICES</b>				
12151 - MULTILINGUAL CONNECTIONS LLC	SURVEY TRANSLATION IN SPANISH	03/23/2021	03/23/2021	303.30
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$303.30
<b>Account 62210 - PRINTING</b>				
103460 - MINUTEMAN PRESS	PRINTING PROGRAM POSTERS	03/23/2021	03/23/2021	150.00
	Account 62210 - PRINTING Totals		Invoice Transactions 1	\$150.00
<b>Account 65100 - LIBRARY SUPPLIES</b>				
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	03/23/2021	03/23/2021	17.45
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$17.45
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 3	\$470.75
<b>Business Unit 4850 - LIBRARY GRANTS</b>				
<b>Account 62185 - CONSULTING SERVICES</b>				
15049 - CHICAGO COMMERCIAL APPRAISAL GROUP, LTD	APPRAISAL FOR 2022-26 CENTRAL ST	03/23/2021	03/23/2021	2,000.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$2,000.00
<b>Account 65100 - LIBRARY SUPPLIES</b>				
17391 - AUNT BERTHA, A PUBLIC BENEFIT CORPORATION	SOCIAL SERVICES DATABASE	03/23/2021	03/23/2021	5,400.00
18188 - SAMANTHA WEBSTER	PROFESSIONAL SERVICES	03/23/2021	03/23/2021	200.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$5,600.00
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 3	\$7,600.00
	Department 48 - LIBRARY Totals		Invoice Transactions 97	\$50,506.22
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 97	\$50,506.22
<b>* = Prior Fiscal Year Activity</b>				<b>\$50,506.22</b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 03.23.2021**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	BMO	PURCHASING CARD-JANUARY, 2021	7,951.20
			<u>7,951.20</u>
		<b>GRAND TOTAL</b>	<b><u>58,457.42</u></b>

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

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

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

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

BILLS LIST

PERIOD ENDING 04.13.2021 FY2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
<b>Department 48 - LIBRARY</b>				
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>				
<b>Account 62506 - WORK- STUDY</b>				
10407 - NORTHWESTERN UNIVERSITY	APRIL 2021 WORKSTUDY PROGRAM	04/13/2021	04/13/2021	159.25
<b>Account 62506 - WORK- STUDY Totals</b>				<b>159.25</b>
<b>Invoice Transactions 1</b>				<b>\$159.25</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	74.51
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	36.12
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>110.63</b>
<b>Invoice Transactions 2</b>				<b>\$110.63</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	10.66
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	465.50
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	38.47
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	888.46
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	1,123.74
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	632.29
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	121.55
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	1,274.72
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	410.55
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	1,427.62
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	490.59
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	19.23
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	464.08
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	451.37
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>\$7,818.83</b>
<b>Invoice Transactions 14</b>				<b>\$7,818.83</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
324163 - FINDAWAY WORLD, LLC	JUV AV	04/13/2021	04/13/2021	49.99
324163 - FINDAWAY WORLD, LLC	JUV AV	04/13/2021	04/13/2021	369.93
103424 - MIDWEST TAPE	JUV AV	04/13/2021	04/13/2021	137.16
103424 - MIDWEST TAPE	JUV AV	04/13/2021	04/13/2021	36.24
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>\$593.32</b>
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>				<b>\$8,662.03</b>
<b>Invoice Transactions 21</b>				<b>\$8,662.03</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	46.82
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	519.76
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	1,370.69
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	194.93
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	140.48
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	97.28
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	477.43
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	573.41
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	1,933.51
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	483.45
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	530.52
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	786.39
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	193.99
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	397.49
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	78.30
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	679.22
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	59.83
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/13/2021	04/13/2021	72.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/13/2021	04/13/2021	27.74
276974 - OVER DRIVE, INC.	EBOOKS	04/13/2021	04/13/2021	202.50
276974 - OVER DRIVE, INC.	EBOOKS	04/13/2021	04/13/2021	1,001.21
276974 - OVER DRIVE, INC.	EBOOKS	04/13/2021	04/13/2021	232.34
276974 - OVER DRIVE, INC.	EBOOKS	04/13/2021	04/13/2021	710.86
276974 - OVER DRIVE, INC.	EBOOKS	04/13/2021	04/13/2021	16.99
276974 - OVER DRIVE, INC.	EBOOKS	04/13/2021	04/13/2021	273.39
276974 - OVER DRIVE, INC.	EBOOKS	04/13/2021	04/13/2021	193.99
276974 - OVER DRIVE, INC.	EBOOKS	04/13/2021	04/13/2021	1,215.44
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>\$12,510.68</b>
<b>Invoice Transactions 27</b>				<b>\$12,510.68</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	48.22
100474 - BAKER & TAYLOR	ADULT AV	04/13/2021	04/13/2021	77.96
100474 - BAKER & TAYLOR	ADULT AND YA AV	04/13/2021	04/13/2021	149.19
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	9.99
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	185.43
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	52.98
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	60.96
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	104.45
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	18.99
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	18.99
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	29.59
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	106.20
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	81.96
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	42.48
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	109.77
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	29.59
103424 - MIDWEST TAPE	ADULT AV	04/13/2021	04/13/2021	175.64
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>\$1,302.39</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY Totals</b>				<b>\$13,813.07</b>
<b>Invoice Transactions 44</b>				<b>\$13,813.07</b>
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 62340 - IT COMPUTER SOFTWARE</b>				
11009 - BLACKBAUD INC.	DEVELOPMENT SOFTWARE	04/13/2021	04/13/2021	450.00
<b>Account 62340 - IT COMPUTER SOFTWARE Totals</b>				<b>\$450.00</b>
<b>Invoice Transactions 1</b>				<b>\$450.00</b>
<b>Account 62506 - WORK- STUDY</b>				
10407 - NORTHWESTERN UNIVERSITY	APRIL 2021 WORKSTUDY PROGRAM	04/13/2021	04/13/2021	120.45
<b>Account 62506 - WORK- STUDY Totals</b>				<b>\$120.45</b>
<b>Business Unit 4820 - ACCESS SERVICES Totals</b>				<b>\$570.45</b>
<b>Invoice Transactions 2</b>				<b>\$570.45</b>
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/13/2021	04/13/2021	108.05
<b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>				<b>\$108.05</b>
<b>Invoice Transactions 1</b>				<b>\$108.05</b>
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	NATURAL GAS	04/13/2021	04/13/2021	148.49
<b>Account 64015 - NATURAL GAS Totals</b>				<b>\$148.49</b>
<b>Invoice Transactions 1</b>				<b>\$148.49</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
18183 - BEATRIZ ECHEVERRIA	PROGRAM SUPPLIES REIMBURSEMENT	04/13/2021	04/13/2021	50.00
18217 - SPIRITED GARDENER, INC.	PROFESSIONAL SERVICES	04/13/2021	04/13/2021	75.00
206940 - ULINE	OFFICE SUPPLIES	04/13/2021	04/13/2021	52.91
206940 - ULINE	PROGRAM SUPPLIES	04/13/2021	04/13/2021	84.89
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>\$262.80</b>
<b>Invoice Transactions 4</b>				<b>\$262.80</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	32.78
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	311.63
100474 - BAKER & TAYLOR	CROWN ADULT PRINT	04/13/2021	04/13/2021	110.18
100474 - BAKER & TAYLOR	CROWN PRINT	04/13/2021	04/13/2021	1,597.21

BILLS LIST

PERIOD ENDING 04.13.2021 FY2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount	
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	15.46	
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	32.18	
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	7.34	
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	51.07	
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	52.35	
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	11.30	
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	112.11	
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	839.01	
100474 - BAKER & TAYLOR	CROWN PRINT	04/13/2021	04/13/2021	19.90	
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	119.69	
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	49.99	
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	36.35	
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 16	\$3,398.55	
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	46.73	
100474 - BAKER & TAYLOR	ADULT AND YA AV	04/13/2021	04/13/2021	38.48	
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 2	\$85.21	
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 24	\$4,003.10	
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
319766 - FARONICS TECHNOLOGIES USA, INC.	DEEP FREEZE SOFTWARE	04/13/2021	04/13/2021	1,621.49	
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	\$1,621.49	
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	04/13/2021	04/13/2021	277.11	
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	\$277.11	
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT PRINT	04/13/2021	04/13/2021	10.99	
100474 - BAKER & TAYLOR	ADULT AND YA AV	04/13/2021	04/13/2021	27.50	
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 2	\$38.49	
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 4	\$1,937.09	
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/13/2021	04/13/2021	398.86	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/13/2021	04/13/2021	116.60	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/13/2021	04/13/2021	108.05	
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 3	\$623.51	
Account 64005 - ELECTRICITY					
10730 - MC SQUARED ENERGY	UTILITIES: MC- SQUARED FEB 21	04/13/2021	04/13/2021	100.23	
10730 - MC SQUARED ENERGY	UTILITIES: MC- SQUARED FEB 21	04/13/2021	04/13/2021	7,568.20	
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 2	\$7,668.43	
Account 64015 - NATURAL GAS					
103744 - NICOR	UTILITIES: NICOR	04/06/2021	04/13/2021	703.20	
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$703.20	
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	04/13/2021	04/13/2021	2,040.06	
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$2,040.06	
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 7	\$11,035.20	
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 56140 - FEES AND MERCHANDISE SALE					
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX FEB 2021	04/13/2021	04/13/2021	61.00	
	Account 56140 - FEES AND MERCHANDISE SALE Totals		Invoice Transactions 1	\$61.00	
Account 62185 - CONSULTING SERVICES					
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	04/13/2021	04/13/2021	1,888.75	
16999 - STEPHEN B. STARR DESIGN, INC.	ANNUAL REPORT DESIGN SERVICES 2020	04/13/2021	04/13/2021	963.33	
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	04/13/2021	04/13/2021	500.00	
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 3	\$3,352.08	
Account 62380 - COPY MACHINE CHARGES					
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPYING SERVICES	04/13/2021	04/13/2021	79.35	
	Account 62380 - COPY MACHINE CHARGES Totals		Invoice Transactions 1	\$79.35	
Account 62506 - WORK- STUDY					
10407 - NORTHWESTERN UNIVERSITY	APRIL 2021 WORKSTUDY PROGRAM	04/13/2021	04/13/2021	901.70	
	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	\$901.70	
Account 64540 - TELECOMMUNICATIONS - WIRELESS					
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	04/13/2021	04/13/2021	18.95	
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 1	\$18.95	
Account 65095 - OFFICE SUPPLIES					
103617 - NATIONAL AWARDS & FINE GIFTS	CUSTOM PLAQUE SIGN	04/13/2021	04/13/2021	50.00	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	04/13/2021	04/13/2021	74.37	
206940 - ULINE	SIGN HOLDER	04/13/2021	04/13/2021	122.47	
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 3	\$246.84	
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 10	\$4,659.92	
Business Unit 4850 - LIBRARY GRANTS					
Account 62185 - CONSULTING SERVICES					
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	04/13/2021	04/13/2021	600.00	
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$600.00	
Account 65100 - LIBRARY SUPPLIES					
17816 - ADAFRUIT INDUSTRIES, LLC	CIRCUIT PLAYGROUND BULK ORDER CONF	04/13/2021	04/13/2021	1,577.16	
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$1,577.16	
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 2	\$2,177.16	
	Department 48 - LIBRARY Totals		Invoice Transactions 114	\$46,878.02	
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 114	\$46,878.02	
* = Prior Fiscal Year Activity				<b>Invoice Transactions 114</b>	<b>\$46,878.02</b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 04.13.2021**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	TWIN EAGLE	NATURAL GAS MARCH, 2021	1,474.98
			<u>1,474.98</u>
		<b>GRAND TOTAL</b>	<b><u>48,353.00</u></b>

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

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

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

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



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: April 16, 2021

This memo provides an update on significant administrative activities.

## **Human Resources**

We are pleased to welcome new employees to EPL who bring a wide range of perspective and experience to the organization. Kennedy Joseph joined the Early Learning and Literacy department. In Engagement Services, Daisy Tellez has been promoted, and Livia Pierre, Mary Kate Schneider and Brooke Strodder have accepted positions. Ozivell Ecford is now a member of the Innovation and Digital Learning department.

Interviews and application review are in progress to fill positions that include Security Supervisor, Librarian, Library Assistant and Clerk.

## **Financial Resources**

The Library Fund financial report for the period ending March 31<sup>st</sup> is included for your review. For the operating fund, revenue collection is at 13% of budget projection and expenditures 22%. Capital fund expenditures total 20% of budget.

## **Facilities Update**

Library maintenance is currently developing bid documents for the remainder of the 2021 Capital Improvement Plan (CIP) projects. The development process requires much staff preparation time along with public bids, and collaboration with other City departments which include Purchasing and Legal. We expect a busy and safe construction season here at the Main Library.



# Budget Performance Report

Fiscal Year to Date 03/31/21

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	7,252,000.00	.00	7,252,000.00	2,391,413.19	.00	3,124,918.62	4,127,081.38	43	7,268,891.26
52610	LIBRARY FINES & FEES	.00	.00	.00	1,608.00	.00	2,972.73	(2,972.73)	+++	22,320.17
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	29.04	.00	42.53	(42.53)	+++	149.90
55201	Federal Grants	145,000.00	.00	145,000.00	.00	.00	31,097.86	113,902.14	21	121,938.15
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	.00	93,000.00	0	93,107.50
56011	DONATIONS	390,000.00	.00	390,000.00	8,335.69	.00	66,747.44	323,252.56	17	371,734.19
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	1,905.23	8,094.77	19	22,848.09
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(13.00)	.00	.32	(.32)	+++	222.42
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	635.21	.00	2,314.68	12,685.32	15	26,949.16
57002	TRANSFER FROM ENDOWMENT	209,000.00	.00	209,000.00	250,000.00	.00	250,000.00	(41,000.00)	120	199,414.25
57058	TRANSFER FROM GOOD NEIGHBOR FUND	.00	.00	.00	.00	.00	.00	.00	+++	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	5,704.20
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	116.68	4,883.32	2	5,011.43
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	280.43	.00	395.14	4,604.86	8	5,010.66
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	3,048.42
57545	NORTH BRANCH RENTAL INCOME	47,224.00	.00	47,224.00	2,233.33	.00	4,466.66	42,757.34	9	28,065.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	.00	.00	12,773.54	137,226.46	9	24,879.36
REVENUE TOTALS		\$8,341,224.00	\$0.00	\$8,341,224.00	\$2,654,521.89	\$0.00	\$3,497,751.43	\$4,843,472.57	42%	\$8,269,295.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	221,408.41	.00	793,914.10	2,390,355.91	25	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	91,928.42	.00	276,353.00	1,102,349.15	20	1,109,869.51
61060	SEASONAL EMPLOYEES	75,000.00	.00	75,000.00	7,840.00	.00	20,310.24	54,689.76	27	48,431.72
61110	OVERTIME PAY	16,700.00	.00	16,700.00	203.82	.00	2,082.00	14,618.00	12	6,043.01
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	8,432.32	(8,432.32)	+++	53,004.57
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,431.10	(3,431.10)	+++	2,689.94
61510	HEALTH INSURANCE	620,537.48	.00	620,537.48	47,446.40	.00	142,339.20	478,198.28	23	541,206.82
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	133.94
61615	LIFE INSURANCE	2,262.00	.00	2,262.00	181.42	.00	543.80	1,718.20	24	2,288.61
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	1,200.00	3,600.00	25	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	525.00	1,575.00	25	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	.00	540.00	0	540.00
61710	IMRF	353,333.79	.00	353,333.79	24,487.15	.00	84,944.32	268,389.47	24	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	19,248.31	.00	66,448.65	214,046.67	24	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	4,501.67	.00	15,540.44	50,737.17	23	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	4,603.30	20,040.00	12,166.55	208,293.45	13	108,104.65
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	653.72
62210	PRINTING	8,000.00	.00	8,000.00	150.00	.00	1,250.00	6,750.00	16	1,217.11
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	15,826.60	117,040.00	51,232.14	29,727.86	85	211,505.71
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	2,277.00	.00	7,723.00	23	.00



# Budget Performance Report

Fiscal Year to Date 03/31/21

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										
EXPENSE										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	2,277.00	.00	2,277.00	(977.00)	175	.00
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	890.85
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	1,758.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	749.00	.00	749.00	24,251.00	3	17,519.54
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	1,359.00	4,081.00	25	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	1,221.00	3,664.00	25	4,885.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,464.88
62340	IT COMPUTER SOFTWARE	219,200.00	.00	219,200.00	7,571.00	17,716.49	39,663.44	161,820.07	26	153,753.30
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	41,993.31	19,656.58	57,249.84	178,093.58	30	246,426.95
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	1,513.00
62375	RENTALS	.00	.00	.00	.00	.00	.00	.00	+++	49,003.10
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	141.66	9,858.34	1	4,980.81
62506	WORK- STUDY	7,300.00	.00	7,300.00	.00	.00	1,111.53	6,188.47	15	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	352.81	.00	1,423.63	4,276.37	25	5,893.90
64005	ELECTRICITY	.00	.00	.00	.00	.00	292.23	(292.23)	+++	32,002.48
64015	NATURAL GAS	28,500.00	.00	28,500.00	776.95	.00	2,816.44	25,683.56	10	19,515.83
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	961.51
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	18.95	.00	37.90	1,962.10	2	3,022.85
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	583.95
65025	FOOD	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	2,945.79
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	49.40	.00	1,067.41	10,932.59	9	16,284.24
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	1,077.50	33,922.50	3	33,835.77
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	.00	.00	400.00	69,600.00	1	44,402.54
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	11,100.12	10,262.53	15,365.02	104,372.45	20	122,071.01
65125	OTHER COMMODITIES	.00	.00	.00	.00	.00	.00	.00	+++	4,366.67
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	775.00
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
65555	IT COMPUTER HARDWARE	30,000.00	.00	30,000.00	.00	.00	2,206.32	27,793.68	7	10,885.25
65630	LIBRARY BOOKS	516,400.00	.00	516,400.00	43,269.39	.00	80,990.26	435,409.74	16	478,060.12
65635	PERIODICALS	9,500.00	.00	9,500.00	3,357.80	.00	3,357.80	6,142.20	35	14,733.05
65641	AUDIO VISUAL COLLECTIONS	95,000.00	.00	95,000.00	11,329.78	.00	14,135.66	80,864.34	15	69,665.24
66131	TRANSFER TO GENERAL FUND	280,901.00	.00	280,901.00	23,408.00	.00	70,224.00	210,677.00	25	274,050.00
<b>EXPENSE TOTALS</b>		<b>\$8,235,344.36</b>	<b>\$0.00</b>	<b>\$8,235,344.36</b>	<b>\$585,514.01</b>	<b>\$186,992.60</b>	<b>\$1,777,879.50</b>	<b>\$6,270,472.26</b>	<b>24%</b>	<b>\$7,400,168.17</b>
Fund 185 - LIBRARY FUND Totals										
<b>REVENUE TOTALS</b>		<b>8,341,224.00</b>	<b>.00</b>	<b>8,341,224.00</b>	<b>2,654,521.89</b>	<b>.00</b>	<b>3,497,751.43</b>	<b>4,843,472.57</b>	<b>42%</b>	<b>8,269,295.12</b>
<b>EXPENSE TOTALS</b>		<b>8,235,344.36</b>	<b>.00</b>	<b>8,235,344.36</b>	<b>585,514.01</b>	<b>186,992.60</b>	<b>1,777,879.50</b>	<b>6,270,472.26</b>	<b>24%</b>	<b>7,400,168.17</b>
<b>Fund 185 - LIBRARY FUND Totals</b>		<b>\$105,879.64</b>	<b>\$0.00</b>	<b>\$105,879.64</b>	<b>\$2,069,007.88</b>	<b>(\$186,992.60)</b>	<b>\$1,719,871.93</b>	<b>(\$1,426,999.69)</b>		<b>\$869,126.95</b>



# Budget Performance Report

Fiscal Year to Date 03/31/21

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>										
<b>REVENUE</b>										
51015	PROPERTY TAXES	482,243.00	.00	482,243.00	.00	.00	.00	482,243.00	0	480,145.00
<b>REVENUE TOTALS</b>		<b>\$482,243.00</b>	<b>\$0.00</b>	<b>\$482,243.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$482,243.00</b>	<b>0%</b>	<b>\$480,145.00</b>
<b>EXPENSE</b>										
68305	DEBT SERVICE- PRINCIPAL	232,343.00	.00	232,343.00	.00	.00	.00	232,343.00	0	197,156.00
68315	DEBT SERVICE- INTEREST	249,900.00	.00	249,900.00	.00	.00	.00	249,900.00	0	213,055.71
<b>EXPENSE TOTALS</b>		<b>\$482,243.00</b>	<b>\$0.00</b>	<b>\$482,243.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$482,243.00</b>	<b>0%</b>	<b>\$410,211.71</b>
<b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>										
<b>REVENUE TOTALS</b>		<b>482,243.00</b>	<b>.00</b>	<b>482,243.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>482,243.00</b>	<b>0%</b>	<b>480,145.00</b>
<b>EXPENSE TOTALS</b>		<b>482,243.00</b>	<b>.00</b>	<b>482,243.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>482,243.00</b>	<b>0%</b>	<b>410,211.71</b>
<b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$69,933.29</b>
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>										
<b>REVENUE</b>										
56060	BOND PROCEEDS	449,000.00	.00	449,000.00	.00	.00	.00	449,000.00	0	.00
<b>REVENUE TOTALS</b>		<b>\$449,000.00</b>	<b>\$0.00</b>	<b>\$449,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$449,000.00</b>	<b>0%</b>	<b>\$0.00</b>
<b>EXPENSE</b>										
65515	OTHER IMPROVEMENTS	449,000.00	.00	449,000.00	12,035.80	(47,431.84)	89,774.02	406,657.82	9	94,525.25
<b>EXPENSE TOTALS</b>		<b>\$449,000.00</b>	<b>\$0.00</b>	<b>\$449,000.00</b>	<b>\$12,035.80</b>	<b>(\$47,431.84)</b>	<b>\$89,774.02</b>	<b>\$406,657.82</b>	<b>9%</b>	<b>\$94,525.25</b>
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>										
<b>REVENUE TOTALS</b>		<b>449,000.00</b>	<b>.00</b>	<b>449,000.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>449,000.00</b>	<b>0%</b>	<b>.00</b>
<b>EXPENSE TOTALS</b>		<b>449,000.00</b>	<b>.00</b>	<b>449,000.00</b>	<b>12,035.80</b>	<b>(47,431.84)</b>	<b>89,774.02</b>	<b>406,657.82</b>	<b>9%</b>	<b>94,525.25</b>
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$12,035.80)</b>	<b>\$47,431.84</b>	<b>(\$89,774.02)</b>	<b>\$42,342.18</b>		<b>(\$94,525.25)</b>
<b>Grand Totals</b>										
<b>REVENUE TOTALS</b>		<b>9,272,467.00</b>	<b>.00</b>	<b>9,272,467.00</b>	<b>2,654,521.89</b>	<b>.00</b>	<b>3,497,751.43</b>	<b>5,774,715.57</b>	<b>38%</b>	<b>8,749,440.12</b>
<b>EXPENSE TOTALS</b>		<b>9,166,587.36</b>	<b>.00</b>	<b>9,166,587.36</b>	<b>597,549.81</b>	<b>139,560.76</b>	<b>1,867,653.52</b>	<b>7,159,373.08</b>	<b>22%</b>	<b>7,904,905.13</b>
<b>Grand Totals</b>		<b>\$105,879.64</b>	<b>\$0.00</b>	<b>\$105,879.64</b>	<b>\$2,056,972.08</b>	<b>(\$139,560.76)</b>	<b>\$1,630,097.91</b>	<b>(\$1,384,657.51)</b>		<b>\$844,534.99</b>

Endowment for the Evanston Public Library  
 Holdings as of March 2021

	Symbol	Shares/Quantity	Price	Value as of March 31, 2021	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5227.588	\$366.69	\$1,916,904.24	40.04%	
Vanguard Small-Cap Index Fund	VSMAX	3916.539	\$102.47	\$401,327.75	8.38%	
Vanguard REIT Index Fund	VGSLX	1253.610	\$130.09	\$163,082.12	3.41%	
Vanguard Total International Stock Index Fund	VTIAX	15328.589	\$33.66	\$515,960.31	10.78%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7181.323	\$43.11	\$309,586.83	6.47%	69.1%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$465,623.35	\$465,623.35	9.72%	
iShares Silver Trust	SLV	4788.000	\$22.70	\$108,687.60	2.27%	
SPDR Gold Trust	GLD	625.000	\$159.96	\$99,975.00	2.09%	14.1%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$117.127	\$162,518.39	3.39%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$118.135	\$155,673.57	3.25%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$142.826	\$172,830.88	3.61%	10.3%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.930	28,900.33	\$315,880.65	6.60%	6.6%
				\$4,788,050.70		100.0%

Cash Equivalents	14.1%
US Treasury Inflation Protected Securities	10.3%
Corporate Bonds	6.6%
Domestic Equities	51.8%
International Equities	17.2%
	<u>100.0%</u>

## Library Director's Report April 21, 2021

### Updates:

Miguel Ruiz and I provided Dara Munson, Executive Director of Family Focus with a tour of our Robert Crown Branch Library. I wanted to highlight the programs and services of a modern branch library and discuss the benefits of co-locating a library in a facility. I have offered to provide the Family Focus Board with a tour at their convenience.

As the \$200 million in IMLS funds is being discussed, I remain in close contact with the Illinois State Library. Details of the grant application requirements and deadlines are being developed.

With the variety of federal relief funding streams available, we continue to explore which programs and services provided by the Evanston Public Library will qualify. Of special interest is the proposed changes in the E-rate program that would support reimbursement for devices circulated to patrons including WiFi hotspots, Chrome books and laptops. These devices were never included in the program previously.

A sub-committee of the Strategic Planning Committee is being convened to review the elements of the strategic plan, the timeline and sequence of the plan elements and the addition of Asset Based Community Development as an added element to focus our discussions.

The Public Library Association Budget and Finance Committee met to review the PLA financial reports and discuss ALA's proposed changes to their budgeting and reporting procedures along with revisions to the terms of the operating agreement between PLA and ALA.

### Assessments, Metrics and Initiative results:

Computer/Internet Use													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
Main	1,179	988	1,251										3,418
Robert Crown	228	146	247										621
Computer Lab	-	-	-										-
<b>Overall Computer/Internet Use</b>	<b>1,407</b>	<b>1,134</b>	<b>1,498</b>	-	-	-	-	-	-	-	-	-	4,039
Website Visits													
All Location	34,058	30,600	35,361										100,019
Wifi Users													
All Location	5,000	5,000	5,987										15,987
Library Visits													
Main	10,563	9,372	12,161										32,096
Robert Crown	574	1,434	3,367										5,375
<b>Overall Library Visits</b>	<b>11,137</b>	<b>10,806</b>	<b>15,528</b>										37,471

### Lifelong Learning and Literacy Programming and services:

**1:1 Legal Information appointments.** 6 appointments in March and several follow-up emails (Lorena Neal)

**SCORE Small Business Counseling:** There were 25 Small Business Mentoring sessions held by our SCORE mentors during the month of March. (Susan Markwell)

**Career Counseling:** There was one career counseling session in March. (Susan Markwell)

**Garden Clean up with good insects in mind** (Julie Rand) on March 3. 30 attendees

**Open Communities Workshops:** (Lorena Neal and Susan Markwell)

Fair Housing (March 10; 8 people)

Financial Capabilities (March 19; 8 people)

Housing Workshop for Older Persons (March 26, 18 people)

These workshops were presented in partnership with Open Communities.

Outcomes: This series is aimed at providing financial and legal information, as it relates to different aspects of housing, to EPL patrons. There are further workshops coming up in April and May.

**EPL & CIAS Present: The Syrian Uprising a Decade On - A Forum with Lisa Wedeen & Yasser Munif** (Lorena Neal) March 15, 106 in attendance, via Zoom, partner: Center for International & Area Studies (Northwestern).

Outcomes: This is part of our long-running lecture series with CIAS (the umbrella group that now includes MENA at Northwestern). The Zoom format continues to work well for this lecture series, as it allows me to collect the questions from the chat and present them to the lecturers in a condensed and edited format, which generally leaves more time for the speakers to answer.

**Evanston Ed: Resources for Job Seekers and Everyone series** (Kerry Littel)

March 17th, 24th, and 31st (4-5pm)

Outcomes: Over three sessions, patrons were introduced to three online resources that provide opportunities to learn something new, brush up on a skill, and/or prepare for an upcoming test or interview. From the feedback, the first two presentations seemed much more useful to patrons. Handouts were sent to patrons after the webinars and recordings of the webinars were streamed live on Facebook for those who couldn't attend.

**Memory Cafe:** 3/04, 3/11, 3/18, 3/25 weekly Zoom gathering of those experiencing memory changes (Paula Shapiro and Bridget Petrites)

Attendance varied from 5-8. We are continuing to form bonds with our regulars and this month had more attendance than last month and we saw a few new faces. One of the participants in Memory Cafe asked another participant if he could call him. Paula reports: "It made my day! It's all about making connections!"

**Foster Senior Group:** 03/03, 03/10, 03/17, 03/24, 03/31 weekly Zoom gathering. (Tech hosted by Paula Shapiro and Bridget Petrites) 32-40 people in attendance. The seniors are getting better with zoom technology and fewer people are calling in. But they still need assistance with muting, screen sharing, and housekeeping.

**Fika,** Mon-Sat, 8-15 participants each day (March 1 - March 27) (Olivia Mo) free form “coffee break” discussions over Zoom; in partnership with the Thomas Memorial Library in Cape Elizabeth, ME

Outcomes: Virtual social space allowing for exchange of ideas and information

**Virtual Trans Day of Visibility:** March 31, 12 people, partnership with Northwestern University’s Rainbow Alliance, via Zoom. (Halka, Kellye Fleming, Bea Echeverria, Lorena Neal)

Outcomes: Lorena created a webpage on the epl.org site that collects our various resources for the LGBTQIA+ community, and went over the resources with the program participants. She also shared information about the legal information appointments with the participants.

#### **Book Discussion Groups:**

**Mission Impossible: Virginia Woolf (Heather Ross, Jeff Balch and volunteers)** The monthly groups finished reading *To the Lighthouse* this month. The third and final book of the year will be *Orlando*.

**Science Fiction & Fantasy Book Group: 3/3 (Lorena Neal)** 11 in attendance, discussing “The Death Of The Necromancer” by Martha Wells, via Zoom. The group appreciated the opportunity to read the earlier fantasy work of an author who has found more recent fame for her science fiction series. Our book for April is “The Female Man” by Joanna Russ, a classic work of lesbian science fiction.

**Wider Net Book Club 3/15 (Paula Shapiro)** 15 people attended. Discussed *Friends Disappear* by Barr. Interesting discussion about race and how we see ourselves. Had a few new people join.

**True Crime Book Club 3/23 (Katy Jacob)** 7 participants (3 were new) Great discussion! Sent out a survey to choose the next several titles. 3 February attendees missed March but emailed they’d be back in April. Attendees prefer ebook titles on Overdrive and/or audiobooks.

**Outside the Lines Book Club 3/25 (Kellye Fleming & Katy Jacob)** 0 participants for March, 2 registered. Both registrants entered the room (at different times), did not turn on video or respond, and left (I assume they were each nervous to see there was no one else there). Kellye and I once again discussed where and when we could advertise to increase interest in the book club.

**Better Off Read Book Group 3/29 (Bridget Petrites)** 17 people attended. We discussed the National Book Award winning collection of short stories, *Redeployment* by Phil Klay. The group has asked for more short stories, and we have never discussed the veteran experience. It was a tough, emotional, respectful, and valuable discussion. Connie Heneghan joined us. Members voiced how much they enjoyed that the group forces them to read things they might not otherwise.

**Readability Book Group (Jeny Mills)** Meets 3 times per week on Zoom, between 9-13 people per meeting, in partnership with Center for Independent Futures

Outcomes: We continue to have wonderful and regular participation from many regulars in the group, as well as others that come to meetings here and there due to personal schedule conflicts. This month, we read book three in the Fox and O'Hare series by Janet Evanovich and Lee Goldberg. Towards the end of the session, the group voted whether to continue on with the series or to read something new. The vote edged slightly in favor of continuing on with the series, but everyone who voted for something new said that they wouldn't mind continuing with the series as well. So, since we rarely have the opportunity to read an entire series when we are in person and only meeting once a week, we decided to finish this series. I will probably make this session go for 4 months instead of 3 since a seventh book was just released.

**Mission Impossible (Heather Ross)**

[Christine Froula \(NU\)](#) will speak to the MI groups about Virginia Woolf. June 4, 5-6:30 PM

**Early Learning and Literacy Programming and Services:**

Storytimes

**Zoom Time for Twos** (Leigh Kennelly)

3 sessions 46 children, 46 Adults

**All by Myself** (Kim Daufeldt)

8 sessions (145 children, 120 adults)

STEM/Maker

**STEAM club w/ JEH families** (Laura Antolin)

2 sessions

**Virtual Cooking** (Kim Daufeldt, Laura Antolin )

30 children, 27 adults

**Sewing Taco Earbud holder** (Kim Daufelt, Laura Antolin)

Project LENA (**Laura Antolin**)

4 session (44 parents)

**Book Discussions and Author/Book/Reading Events:**

**Graphic Novel Book Club** (Louise Tripp, Jessica Iverson), 7 children

**Prepped 200 Dog Man program kits** (Linda Balla)

**Locomotion Book Discussion** ( Louise Tripp, Brian Wilson, and Carmen Francellno)

2 attendees

**Writing Poetry [Video](#)** for National Poetry Month(Louise Tripp)

**Preposterous Pilkey Party** (Brian Wilson, Sally Battle ) 7 children, 2 adults

**Virtual Board Games** (Louise Tripp)

4 Attendees

*learned a lot about the animals in Evanston and are inspired to help animals in Evanston survive.*

**Engagement Services:**

- Amigos de Gaititos -- Teen program, teens craft a no-sew blanket and a cat toy (all materials included) and return it to us so we can donate them to the Evanston Animal Shelter.
- Salud Mental es essential/Mental Health Community Talks -- Part of AMITA/Cindy; discussion group where I was able to give out library resources, etc.
- Began process of BIPOC LGBTQ+ Activism Timeline that will be put up in Main/Crown -- In collaboration with Halka, Susan and Kellye for June.
- Taller de Alebrije -- Opened registration on Comunico for April 30th Dia de los Ninos painting workshop. The person presenting is an artist from Oaxaca, he will be streaming from MX.
- Financial Lit Month -- all dates and classes have been programmed with Wintrust. Just a matter of putting them up on Comunico (which Susan will do) and crate flyers (which I will do).
- Immigration, Visa, etc classes -- Reached out to Homeland Security; managed to get in contact with a Spanish speaker to teach these classes for EPL. They have a wide assortment of classes, not just immigration or green card classes; reached out to LLL to see if they will start up Law at the Library program again and if we can add the Immigration courses alongside it.

- Mental Health is Essential series continues, with programs on the second Tuesday of each month. 4/13 session: Trauma and How it Might Look During COVID-19. 5/11 session: It's Spring - Let's Grow: Talking with your Teens and Children about How to Have a Safe Summer.
- Vaccine Info Working Group - working on widespread dissemination of flyers ( how to get vaccinated and vaccine myths) across the community.
- Evanston Care Network - fine tuning to ensure the community is aware and has been trained on use of ECN. Reaching out to those community organizations that are unclaimed on platform to encourage organizations to claim and keep info updated.

## **Crown Programming and Services**

### **Adult Programs:**

Women's History Month Display and Book List (BE/DT/KF)

Garden Clean Up with Good Insects in Mind (BE)

Limpieza Verde (BE)

Fire+Flood: Queer Resilience in the Era of Climate Change (BE)

Rain Gardens Made Easy (BE)

Attended planning meeting with Northwestern Rainbow Alliance to plan future LGBT health programming and TDOV (KF)

### **Teen Programs:**

Graphic Novel Book Club: Outside the Lines (teens and adults) KF

### **Youth Programs:**

Hola Friends! Read aloud for 2nd grade and up. March 29 concluded the 3 month series. We had a person reading in the Reading Garden and we handed out books to 6 participants, 13 registered. (RC/BE)

Fridaypalooza Bilingual Cuenta Cuentos. Concluded March 26, the series was 3 months. In total handed out 46 storytime tote bags. 41 registered (RC)

Seed Bomb Kit: Helping Mother Nature Spread Love (BE/SB)

Nature Scavenger Hunt... In a Craft! (BE/SB)

Yee Haw Dog Man Book Release Party Kit - 200 kits - (SB with ELL Collaborators for kit preparation and Dog Man activity sheets) - In this take-home STEM Activity kit, kids use a vibrating cell phone motor with a coin cell battery to complete a circuit that powers a character from Dav Pilkey's latest [Dog Man](#) book.

Dedicated to The Dream: Working toward Awareness and Celebration (SB/TO/KF/CF/JI/CAC) Pilot program interest survey is live - so far we have 14 very interested families! Please follow this link: <https://content.govdelivery.com/accounts/ILEVANSTON/bulletins/2cb4729> that went out in the Children's Newsletter last week, and we are currently attempting to further market with community partners. Once the program is established and we have dates and registration options, we will market more heavily.

### **Upcoming Events of Note:**

#### **Author Events (Heather Ross)**

##### ABOUT CIVIL RIGHTS:

Race, Gender & Policing; Legal Scholars Discuss their Works (hosted by Lorena Neal)  
Thursday April 8, 6:30-7:30 PM, [More Info Here](#)

Civil Rights Leader C.T. Vivian  
Thursday April 15, 7:00-8:00 PM, [More Info Here](#)

##### MIDWEST ADDRESS AUTHOR LITERARY LUNCHEBREAK EVENTS:

Nancy Johnson discusses her novel *The Kindest Lie* with Sara Paretsky.  
Thursday April 15, 12:00-1:00 PM, [More Info Here](#)

##### **MIDWEST ADDRESS AUTHOR LITERARY LUNCHEBREAK EVENTS (Heather Ross)**

Megan Giddings discusses her novel *Lakewood* with Maxine Mei-Fung Chung.  
Thursday May 20, 12:00-1:00 PM, [More Info Here](#)

Badia Ahad-Legardy discusses her book *Afro-Nostalgia: Feeling Good In Contemporary Black Culture* with Natalie Moore.  
Thursday May 27, 12:00-1:00 PM, [More Info Here](#)

**Skin Positivity multi week family program** is in the works. (Programming planning team: J. Iverson, S. Battle, C. Francellno, K. Fleming, T. Olasimbo, and Cozbi Cabrera.)

**C.U.P (Community Understanding Project)** book titles are being discussed for the summer series (Carmen Francellno, Tracy Olasimbo, Kellye Fleming, Sally Battle, Brian Wilson, Laura Antolin, Louise Tripp , and Jessica Iverson)

## **Professional Development**

### **Committee Work:**

- RAILS Board Nominee Committee, RAILS EDI Committee, Reaching Forward Conference Committee, SPARK meeting (Spanish programming and resources for kids), WEBINAR: "Titles for tough times: How books can help educators support SEL", WEBINAR: "Strong Women & Girls" Book discussion (RC)
- Civil Legal Justice Facilitator Training Course (Lorena Neal): Live sessions and asynchronous work from March 8-26, facilitated by OCLC/Webjunction, with the intention of learning how to facilitate a group of librarians to complete the work in the OCLC/Webjunction Civil Legal Justice courses. My intention is to see if there is interest in CCS libraries to have staff members work together through these courses (with me as the facilitator) so that we can improve lists of legal resources and legal reference throughout the consortium.
- Illinois Library Association Program Proposal (Lorena Neal): On March 31, Lorena submitted a proposal to present a program at the 2021 Illinois Library Association conference (Oct. 12-14). The program proposed would be called "Bridging the Justice Gap: Connecting Public Library Patrons to Legal information and Services," in collaboration with Amy Clark, the Director of Strategic Partnerships at Illinois Legal Aid Online (ILAO).
- Science Fiction & Fantasy Collection (Lorena Neal): Lorena gave a presentation to Adult Popular Literature class at the University of Illinois School of Information Sciences, March 23. She created a 45 minute presentation on the definitions of science fiction and fantasy, important subgenres of each, as well as strategies and resources for developing and maintaining science fiction and fantasy collections and providing readers advisory in these genres in a public library setting to a class of students pursuing a Masters degree in Information Sciences, and then answered questions from the class.

## Patron Feedback

-Hola Mrs Camargo, quería saber si no tiene otro horario para los cuentos en que Mateo pueda estar. Porque comenzó sus clases y lastimosamente chocan con la lectura de los cuentos. Entonces me gustaría saber si no tiene lectura más tarde para ver si el puede asistir a la de más tarde. Muchas gracias. (RC)

-Ms.Rosie It has been a joy to have Leo in your class. What a big loss for the EPL. I wish you the best of luck!!! (RC)

-Feedback about the Dog Man Kits: *"We were so impressed with the project and B. loved making it! He needed some help wrapping the wires, but otherwise, he got most of it done himself. It's a hit! Thanks!!" "They loved it!! The video was wonderful and they stuck with it for nearly an hour, building, tinkering and decorating. Connecting the wires was the hardest part and required a grownup's help. They hung with it though. They were so excited about the vibrating motor. (Smart idea to have them test the motor before installing the battery!)"*

-Feedback about the Nature Scavenger Hunt: *From our survey results, families report that they*

A member of the Foster Senior Group sent a donation in honor of Paula Shapiro and Bridget Petrites "in gratitude for all you do for Foster Senior Citizen Club."

A FSG member Bridget Petrites was helping with Zoom, said "not all angels are in Heaven. Some are walking the Earth, and one of them is you."

Paula Shapiro has helped members of the Fleetwood Jourdain's Prime Time Players get connected and learn how to use the technology needed to participate in their virtual play. Tim Rhoze of Prime Time Players wrote in an email: "Thank you for your support Paula. These wonderful people bring so much joy and have so much courage; your efforts to insure many of them stay connected so they can stay active has been key to the success of the PrimeTime Players and their overall wellness". And Paula was thanked in the credits at the end of the Prime Time Players virtual play.

LLL phone staff received this appreciative comment from a patron: "I can't tell you what an asset the library has been, during this time. Such a tremendous lifeline when we mostly have to stay at home. Thank you so much for all you are doing!"

During virtual programming, patrons expressed appreciation for having a virtual social space that allows for conversation, social connections and interactions, while physically distancing.

A follow-up survey was sent to adults who received reading suggestions via our LitMatch service. The feedback was overall very positive and appreciative of the service. Some highlights:

“Thank you, book sommeliers!”

“My LitMatch was done by someone named Lorena, and I have basically been singing their praises to my friends since then. Anyway, please pass along that they are the freaking best.”

“All of the books on the list look interesting to me. I’ll keep the list and come back to it.”

“I was blown away by how thorough and thoughtful the recommendations were, and the few books I’d already read were all books I had LOVED. Honestly can’t believe this is a service that’s just available to me.”

Re. The Job Search Tech Kits: A patron called regarding the job kits. He wanted to know if they could be renewed. He shared that last month he and his family were in a shelter, but thanks to the kit, he was able to get a job and they are now in their own apartment. He just wanted to pass along what a difference they’re making.



# Memorandum

To: Evanston Public Library Board of Trustees  
Evanston Public Library Facilities Committee

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

Date: March 14, 2021

Subject: Replacement of the two (2) failed Cooling Chiller condenser coils on Main Library Chiller 1

Recommended Action:

Staff recommends the Library Board and Facilities Committee authorize the Library Director to execute a single-source emergency repair agreement with Carrier Corporation 7501 S. Quincy Street, Suite 110 Willowbrook, IL 60527 in the amount of \$10,850. Carrier Corporation will supply the labor and equipment for replacing two (2) failed condensing unit coils on Chiller 1 at the Main Library.

Funding Source:

Funding will come from the 2021 maintenance operating budget. Account 187.48.4840.62225.

Livability Benefit:

Health & Safety

Maintain optimal building cooling capacity/performance along with full system redundancy.

Summary:

The Evanston Main Public Library currently utilizes a chilled water system for comfort cooling that consists of two (2) Carrier brand liquid chillers both rated at 160 tons cooling capacity. The original building design called for “cooling redundancy” meaning one (1) machine is capable of satisfying all building cooling requirements. The machines rotate in service every two weeks during the cooling season in order to maintain an equal runtime. The machines produce chilled water for the entire facility through the exchange of building heat with glycol treated water and environmentally friendly refrigerant R410. The Carrier chiller machines utilize proprietary based replacement parts (all manufactures do) that are supplied through their own parts network.

Carrier will supply the replacement coils and the installation labor will be performed by Carrier factory trained technicians during normal work hours at a standard labor rate. This system is proprietary based and is maintained by Carrier Corporation through a yearly maintenance contract at a rate of ½ the industry standard labor rate.

Carrier reports no interruption in their supply chain so the replacement coils should be readily available.

**Attachments:**

Carrier Corporation parts and labor quote.



Address 7501 S. Quincy St. Suite 110  
 Willowbrook IL 60527  
 Phone (630) 516-3294  
 Fax (860) 353-0462  
 E-mail jeffrey.kupsik@carrier.com

Contact Name John Devaney  
 Account CITY OF EVANSTON  
 Phone (847) 448-8622  
 Site Address 1703 Orrington Ave  
 Evanston, IL, 60201-3827

Estimate Date 04/12/2021  
 Quote Number 00549056

Job Description Replace 2 (two) Condenser Coils On Circuit A

**Scope of Work**

2) Recover refrigerant on the A circuit. Removed 2 condenser coils That are leaking. Replace with 2 new condenser coils. Replace refrigerant Drier and evacuate system. Recharge circuit and startup and check Unit operations.

**Exclusions / Clarifications**

This quote does not include the waste disposal and labor performed outside normal business hours unless otherwise noted. In addition, the quoted price does not include any sales, excise, or similar taxes, any that apply will be added at cost.

Total Quoted Price  
**Total Price for Scope of Work excluding applicable taxes: \$10,850.00**

This proposal is valid for 30 days from the date of proposal. Carrier's terms and conditions will govern in lieu of any other terms and conditions contained in any resulting Purchase, Order, Contract, Agreement, etc. Carrier would like to thank you for the continuing opportunity to be of service.

Sincerely,

Jeffrey Kupsik

Carrier Commercial Service

\_\_\_\_\_  
 \_\_\_\_\_  
 Customer Acceptance (signature) Date

\_\_\_\_\_  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Purchase Order

The attached Terms & Conditions shall govern.



# Memorandum

To: Evanston Public Library Facilities Committee  
Evanston Public Board of Trustees

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

Subject: Approval of Main Library Bid 21-03 All Gender Restroom/Family Lounge Addition

Date: April 15, 2021

**Recommended Action:**

Staff recommends Facilities Committee/Library Board approval of a proposal from Central Lakes Construction 749 Pinecrest Drive Prospect Heights, IL 60070 for EPL CIP project 480026 All Gender Restroom/Family Lounge additions Bid 21-03 in the amount of \$193,640

**Funding Source:**

Funding is from the EPL 2021 Capital Improvement Fund, account 187.4862.65515.4800026 and will be paid through Library debt service. The project budget and architectural drawings for this project were developed by Wight & Company architects/engineers and is set at \$230,000 for year 2021. This project includes a \$30,000 allowance which is reflected in all bid totals. (Project allowances are funds that are included in addition to base bid amounts in anticipation of unforeseen additional costs or uncovered field conditions that may be realized during completion of the project. Any unused allowance proceeds are refunded to the contractor)

**Background:**

Through our planned remodel which was imagined and designed during 2017, EPL included in the design the addition of two (2) new spaces. One planned addition is a “single use restroom” that would be located on the 3<sup>rd</sup> floor of the Main library adjacent to existing restrooms. This new space would offer library patrons and staff a privacy choice that would include a lockable door along with all of the usual amenities plus a diaper changing station. This newly added area will be signed as “All Gender Restroom” per the State of Illinois all single user restrooms are “required” to be signed as “All Gender Restroom”. This description also reflects a focus

on the diversity of the community and the proactive initiatives for equity and inclusion within the library.

The second planned addition is the remodeling of an area located at the Children’s Department on the 1<sup>st</sup> floor of Main library. The area currently serves as a copy room. This space is in need of a transformation seeing the building offers numerous options for producing copies today. The area will be transformed into a space for nursing mothers or simply a respite for parents that have a need. The room will include a locking door, a suitable lounging chair and table, changing station, and wonderful cabinets/solid surface countertops that will house some typical hygiene items along with provisions to wash. This is not a restroom.

**Summary:**

Project bids include the furnishing of labor and materials to add these newly envisioned spaces to serve our public. All permitting will be secured by the EPL Facilities Department.

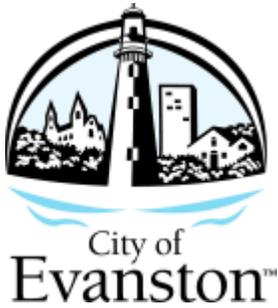
Staff recommends Central Lakes Construction be awarded this work based on their positive references, prior performance with City of Evanston construction projects (over 20) projects include the construction of Fire Houses’ numbers 1 and 5 and, most recently, one of the two Fleetwood Jourdain Recreation Center remodels these were remodels of scope. Although not the lowest priced bid Central Lakes Construction offered the most qualified and responsive/responsible bid. Central Lakes Construction meets all of the City of Evanston MWEBE goals, supplied the most qualified bond along with a signed City Contractors Service Agreement (CSA) noting no exceptions to the contract, utilize union journeyman labor, and in part will be utilizing Evanston based contractors (listed in bid). If the Facilities Committee approves Central Lakes Construction’s bid, this recommendation will be presented to the Library Board on 04/21/21.

In February 2021, Bid 21-03 was issued to the public and twelve general construction contracting firms attended the pre-bid meeting at Main library. Due to the busy Chicago area construction climate this Spring/Summer EPL received only five bids back.

<b>Bidder</b>	<b>Address</b>	<b>Amount</b>
Kandu Construction Inc.	Skokie, IL	\$147,000.00
Robe, Inc.	Chicago, IL	\$174,730.00
<b>Central Lakes Construction</b>	<b>Prospect Heights, IL</b>	<b>\$193,640.00</b>
G.A. Johnson & Son	Evanston, IL	\$228,880.00
Central Rug and Floors	Evanston, IL	\$249,865.00

Attachments:

1. Central Lakes bid packet.
2. Ordinance 96-O-19 Amending the City Code Section 4-2-2 to update Gender Neutral Restroom Requirements.



# Memorandum

To: Honorable Mayor and Members of the City Council  
CC: Members of Administration and Public Works Committee  
From: Johanna Leonard, Director of Community Development  
CC: Gary Gerdes, Building & Inspection Services Division Manager  
Subject: Ordinance 96-O-19 Amending the City Code Section 4-2-2 to update Gender Neutral Restroom Requirements  
Date: October 28, 2019

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Recommended Action:

Staff recommends City Council approval of Ordinance 96-O-19 Amending City Code Section 4-2-2 to update Gender Neutral Restroom Requirements

Council Action:

For Action

Summary:

On July 26, 2019, Governor J.B. Pritzker signed a law requiring all single-occupancy public restrooms in Illinois be designated as gender-neutral beginning January 1, 2020. The measure prohibits signage outside any single-occupancy public restroom from designating a specific gender. The law is consistent with a plumbing amendment the Evanston City Council approved in June, 2016 but the definition and signage sections of the 2012 International Building Code (IBC) need to be updated to reflect the new state requirements. The law allows for a health officer or health inspector to inspect a place of public accommodation or a public building for compliance.

Attachments:

[96-O-19 Amending City Code Section 4-2-2 to Update Gender Neutral Restroom Requirements 8-19-2019](#)  
[Illinois SB 101-0165](#)

**96-O-19**

**AN ORDINANCE**

**Amending City Code Section 4-2-2 to Update Gender Neutral Restroom Requirements**

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

**SECTION 1:** Title 4, Chapter 2, Section 2 of the Evanston City Code of 2012, as amended, is hereby further amended to add the following:

**202 Definitions.** This Section is amended to include the following definition(s) in addition to the definitions in the 2012 International Building Code.

**MULTIPLE OCCUPANCY RESTROOM.** A room designed to be used as a restroom by more than one person at a time, which shall contain, at least, more than one toilet and more than one sink, which shall be suitable for use by disabled persons in compliance with applicable local, state and federal laws. Toilets, for privacy purposes, shall be separated by partitions and the stalls shall be equipped with a locking mechanism to be operated by the user of the stall.

**SINGLE OCCUPANCY RESTROOM.** ~~A room designed to be used as a restroom by no more than one person at a time, which shall contain at least a toilet and a sink, which shall be suitable for use by disabled persons in compliance with applicable local, state and federal laws. The room shall be equipped with a locking mechanism to be operated by the user of the rest room. A fully enclosed room, with a locking mechanism controlled by the user, containing a sink, toilet stall, and no more than one urinal. Every single-occupancy restroom in a place of public accommodation or public building shall be identified as all-gender and designated for use by no more than one person at a time or for family or assisted use.~~

**GENDER IDENTITY.** Shall have the meaning given in City Code Section 1-21-5.

**GENDER NEUTRAL RESTROOM.** A single occupancy restroom that is designated for use by any person, regardless of Gender Identity, as defined in City Code Section 1-21-5, as amended.

**2902.4 Signage.** All public restroom facilities shall be designated by legible signs, stating that the public facilities are for men, women, or are gender neutral, as

applicable. For public facilities that have multiple occupancy restrooms, signs shall indicate that the multiple occupancy restrooms are either designated for men or for women. For single occupancy restrooms each single-occupancy restroom shall be outfitted with exterior signage that marks the single-occupancy restroom as a restroom and does not indicate any specific gender; ~~(1) if the location includes only one single occupancy restroom, the single occupancy restroom shall be designated a gender neutral restroom; (2) if the location includes two single occupancy restrooms, one single occupancy restroom shall be designated a male restroom and one single occupancy restroom shall be designated a female restroom; (3) if the location includes three or more single occupancy restrooms, one single occupancy restroom shall be designated a male restroom and one single occupancy restroom shall be designated a female restroom, while the remainder of the single occupancy restrooms will be designated gender neutral restrooms; (4) if the location includes two or more multiple occupancy restrooms and one or more single occupancy restrooms, the single occupancy restrooms will be designated gender neutral restrooms. Every restroom shall have appropriate signage indicating the designation of the restroom. Signs shall be readily visible and located near the entrance to each toilet facility. Signs for accessible toilet facilities shall comply with Section 1110.~~

**2902.4.1 Directional signage.** Directional signage indicating the route to the public facilities shall be posted in accordance with Section 3107. Such signage shall be located in a corridor or aisle, at the entrance to the facilities for customers and visitors.

**SECTION 2:** Existing businesses and places of public accommodation shall have until January 1, 2020, to comply with any and all applicable provisions by replacing existing signs on the exterior of single stall restrooms depicting a single gender identity with signs indicating that they are gender neutral as required by this ordinance, and completing the necessary improvements to make each single stall restroom accessible to all gender identities as applicable. New businesses and places of public accommodation that have single stall restrooms shall provide the required signage and make each single stall restroom accessible to all gender identities immediately upon opening to the public.

**SECTION 3:** Signs consistent with this ordinance shall be compliant with the Building Code.

**SECTION 4:** 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 application of this Ordinance is severable.

**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

AN ACT concerning health.

**Be it enacted by the People of the State of Illinois,  
represented in the General Assembly:**

Section 5. The Equitable Restrooms Act is amended by changing Section 20 and adding Section 25 as follows:

(410 ILCS 35/20) (from Ch. 111 1/2, par. 3751-20)

Sec. 20. Application. Except for Section 25, this ~~This~~ Act applies only to places of public accommodation that commence construction, or that commence alterations exceeding 50% of the entire place of public accommodation, after the effective date of this Act.

(Source: P.A. 87-472.)

(410 ILCS 35/25 new)

Sec. 25. All-gender single-occupancy restrooms.

(a) In this Section:

"Place of public accommodation" has the same meaning provided in Section 5-101 of the Illinois Human Rights Act.

"Single-occupancy restroom" means a fully enclosed room, with a locking mechanism controlled by the user, containing a sink, toilet stall, and no more than one urinal.

(b) This Section applies to any existing or future places of public accommodation or public buildings.

(c) Notwithstanding any other provision of law, every single-occupancy restroom in a place of public accommodation or public building shall be identified as all-gender and designated for use by no more than one person at a time or for family or assisted use. Each single-occupancy restroom shall be outfitted with exterior signage that marks the single-occupancy restroom as a restroom and does not indicate any specific gender.

(d) During any inspection of a place of public accommodation or public building by a health officer or health inspector, the health officer or health inspector may inspect the place of public accommodation or public building to determine whether it complies with this Section.

(e) The Department of Public Health shall adopt rules to implement this Section.

Section 99. Effective date. This Act takes effect January 1, 2020.

**EXHIBIT O**

**BID BOND SUBMITTAL LABEL**

**CUT AND ATTACH LABEL ON OUTSIDE OF SEALED BID BOND SUBMITTAL**

✂-----

**BID SUBMITTAL NUMBER:** BID NUMBER: 21-03

**BID SUBMITTAL NAME:** EVANSTON PUBLIC LIBRARY - ALL GENDER RESTROOM

**BID SUBMITTAL DUE DATE/TIME:** TUESDAY, FEBRUARY 9, 2021 AT 2:00 PM

**COMPANY NAME:** CENTRAL LAKES CONSTRUCTION CO., INC.

**COMPANY ADDRESS:** 749 PINECREST DRIVE - PROSPECT HEIGHTS, IL 60070

**COMPANY TELEPHONE #:** (847) 459-0190

✂-----

If required by the bid documents, a scanned copy of the bid bond must be included with the bid electronic submission. The City is currently not able to accept a certified check, bank cashier's check or electronic bid bond at this time.

The original bid bond (in the amount of 5% of the original bid amount) must be mailed within ten (10) days after the bid due date, to the City of Evanston Purchasing Department, 2100 Ridge Avenue - Room 4200 Evanston, Illinois 60201 Attention Purchasing Manager using the USPS (certified or priority), UPS or FedEx mail options in order to have a tracking number; which sum shall be forfeited in case the successful bidder fails to enter into a binding contract and provide a properly executed contract and surety bond within 15 days after the date the contract is awarded by the City.



# Document A310™ - 2010

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

Central Lakes Construction Co., Inc.  
749 Pinecrest Drive  
Prospect Heights, IL 60070

**SURETY:**

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company Of America: Connecticut Corporation  
One Tower Square  
Hartford, CT 06183

**OWNER:**

(Name, legal status and address)

City of Evanston  
Evanston Public Library  
2100 Ridge Avenue  
Evanston, IL 60201

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** Five Percent of the Amount of Bid----- (--5%--)

**PROJECT:**

(Name, location or address, and Project number, if any)

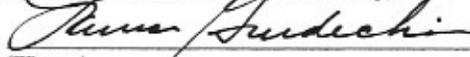
Evanston Public Library- All Gender Restroom, Bid #21-03

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

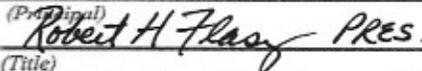
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of February, 2021.

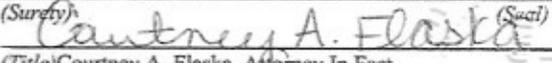
  
(Witness)

  
(Witness)

Central Lakes Construction Co., Inc.

 PRES. (Seal)

Travelers Casualty and Surety Company Of America

 (Seal)  
(Title) Courtney A. Flaska, Attorney In Fact

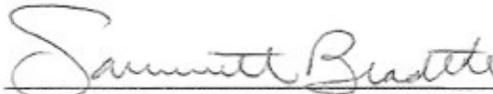
**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

*Surety Company Acknowledgement*

STATE OF **ILLINOIS**  
COUNTY OF **COOK**

SS.:

On this 9th day of February, 2021, before me personally appeared **Courtney A. Flaska**, to me known, who, being by me duly sworn, did depose and say: that (s)he resides at **Schaumburg, Illinois**, that (s)he is the **Attorney in Fact of Travelers Casualty and Surety Company Of America**, the corporation described in and which executed the annexed instrument; that (s)he knows the corporate seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed his/her name thereto by like order; and that the liabilities of said corporation do not exceed its assets as ascertained in the manner provided by law.



Notary Public in and for the above County and State

My Commission Expires: 06/23/21





**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Courtney A. Flaska of Schaumburg, Illinois**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut

City of Hartford ss.

By: *Robert L. Raney*  
 Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



*Marie C. Tetreault*  
 Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 9th day of February, 2021



*Kevin E. Hughes*  
 Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880. Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**

**EXHIBIT A – BID FORM**  
**For**  
**Evanston Public Library – All Gender Restroom**  
**(BID #21-03)**

1.01 BID TO:

**THE CITY OF EVANSTON – EVANSTON PUBLIC LIBRARY**  
2100 Ridge Avenue  
Evanston, Illinois 60201

Hereinafter called "OWNER".

1.02 BID FROM:

CENTRAL LAKES CONSTRUCTION CO., INC.

(Hereinafter call "BIDDER")

749 PINECREST DRIVE – PROSPECT HEIGHTS, IL 60070

Address

(847) 459-0190

Telephone Number

(847) 459-0507

Fax Number

1.03 BID FOR: **Evanston Public Library – All Gender Restroom**

1.04 ACKNOWLEDGEMENT:

- A. The Bidder, in compliance with the Invitation for Bids, having carefully examined the Drawings and Project Manual with related documents and having visited the site of the proposed Work, and being familiar with all of the existing conditions and limitations surrounding the construction of the proposed project, including the structure of the ground, subsurface conditions, the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, hereby PROPOSES to perform everything required to be performed, and to provide all labor, materials, necessary tools and equipment, expendable equipment, all applicable permits and taxes and fees, and provide all utility and transportation services necessary to perform and complete in a workmanlike

manner the Project in accordance with all the plans, specifications and related Contract Documents as prepared by the City of Evanston/Evanston Public Library.

- B. The undersigned hereby acknowledges receipt of Invitation of Bids, Instruction to Bidder, the Project Manual, Drawings, and other Contract Documents and acknowledges receipt of the following Addenda:

Addendum No.	<u>    N/A    </u>	Dated	<u>    N/A    </u>
Addendum No.	<u>    N/A    </u>	Dated	<u>    N/A    </u>
Addendum No.	<u>    N/A    </u>	Dated	<u>    N/A    </u>

#### 1.05 GENERAL STATEMENTS

- A. The undersigned has checked all of the figures contained in this proposal and further understands that the Owner will not be responsible for any errors or omissions made therein by the undersigned.
- B. It is understood that the right is reserved by the Owner to reject any or all proposals, to waive all informality in connection therewith and to award a Contract for any part of the work or the Project as a whole.
- C. The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.
- D. It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the Contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.
- E. It is agreed that the undersigned has complied and/or will comply with all requirements concerning licensing and with all other local, state and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal, in awarding the Contract to him, and/or in the prosecution of the Work required hereunder.
- F. To be considered a bona fide offer, this proposal must be completed in full and accompanied by a bid deposit or a bid bond when required by Contract Documents or Addenda.

#### 1.06 ALTERNATES

- A. When alternate proposals are required by Contract Documents or Addenda thereto, the undersigned proposes to perform alternates for herein stated additions to or deductions from hereinbefore stated Base Bid. Additions and deductions include all modifications of Work or additional Work that the

undersigned may be required to perform by reason of the acceptance of alternates.

#### 1.07 ALLOWANCE

- A. The allowance is general and should be used in the event that any unforeseen condition is discovered. After discovering the unforeseen condition, the contractor shall submit a Found Condition Report (FCR) and an Authorization to Use Allowance (AUA) to the Consultant. The Consultant will then notify the Owner and both the Owner and the Consultant will view the unforeseen condition to determine if the work will be authorized. Under no circumstances shall the contractor move forward with the work in question nor shall the contractor expend allowance without an approved AUA. At the end of the project, unspent allowance shall be credited to owner via change order.

#### 1.08 AGREEMENT

- A. In submitting this Bid, the undersigned agrees:
1. To hold this Bid open for sixty (60) days from submittal date.
  2. To enter into and execute a Contract with the Owner within ten (10) days after receiving Notice of Award from the Owner.
  3. To accomplish the work in accordance with the Contract Documents.
  4. To complete the work by the time stipulated in the General Conditions
- B. The Owner reserves the right to reject any and all Bids and to waive any informalities in Bidding.

#### 1.09 SCHEDULE

- A. See General Conditions for required schedule of completion dates.

#### 1.10 PROPOSED PRICES

- A. The Bidder hereby proposes to furnish all labor, materials, equipment, transportation, construction plant and facilities necessary to complete, in a workmanlike manner and in accordance with the contract documents, the contract of work bid upon herein for compensation in accordance with the following prices:

<b>BASE BID AMOUNT:</b>	<b>\$ 163,640.00</b>
<b>ALLOWANCE (ADDITIONAL WORK – GENERAL):</b>	<b>\$ _____ +30,000</b>
<b>TOTAL BASE BID AMOUNT:</b>	<b>\$ 193,640.00</b>

#### 1.11 UNIT PRICING LIST

The undersigned submits the following UNIT PRICING LIST to be performed as shown on the Plans and/or described in the Specifications, and agrees that items of work not specifically mentioned in the Schedule which are necessary and required to complete the work intended shall be done incidental to and as part of the work for which a unit price is given, and understands that no additional payment will be made for such incidental work from the estimated quantities shown below. Unit prices for individual line items shall be used for the project's schedule of values, pay applications and will also be used to determine the amount to ADD TO or DEDUCT FROM the contract LUMP SUM PRICE for properly authorized additional or deducted work. In the event of a change to the contract the contractor shall be limited to markup percentages as indicated in Section 01028, 1.05, A. Bidders shall examine plans and determine actual work items and quantities for the work involved for bid analysis by the Owner.

Item	Description	Unit	Base Bid Quantity	Add Cost *	Deduct Cost **
1	See Drawings Attached	XX	XX	\$ N/A	\$ N/A

\* Add costs to be provided by Bidder

\*\* Deduct costs to be provided by Bidder

#### 1.12 BID SECURITY

If required by the bid documents, a scanned copy of the bid bond must be included with the bid electronic submission. The City is currently not able to accept a certified check, bank cashier's check or electronic bid bond at this time.

- A. The City of Evanston Civic Center is unable to receive in person drop-off and it is closed to the public. The original bid bond must be mailed within ten (10) days after the due date, to the City of Evanston Purchasing Department, 2100 Ridge Avenue - Room 4200 Evanston, Illinois 60201 Attention Purchasing Manager using the USPS (certified or priority), UPS or FedEx mail options in order to have a tracking number.
- B. Accompanying this electronic submittal is a scanned copy of a bank draft, bid bond, Cashier's check or Certified check as surety in the amount of not less than five percent (5%) of the Total Bid payable to the City of Evanston.

The amount of the check or draft is: \$ BID BOND: 5% OF TOTAL BID

If this bid is accepted and the undersigned shall fail to execute a contract and contract bond as required it is hereby agreed that the amount of the check or draft or bidder's bond substituted in lieu thereof, shall become the property of the City and shall be considered as payment of damages due to delay and other causes suffered by the City because of the failure to execute said contract and contract

bond; otherwise said check or draft shall be returned to the undersigned.

In the event that one check or draft is intended to cover two or more bids, the amount must be equal to the sum of the project proposal guarantees of the individual sections covered.

If the check or draft is placed on another project proposal, state below where it may be found, as follows: The check or draft will be found in the project proposal for:

----- N/A -----

1.13 PERFORMANCE/PAYMENT BOND

The undersigned bidder agrees to provide Performance Bond and Payment Bond executed in accordance with Contract Performance Bond form furnished by and acceptable to the Owner written with TRAVELERS CASUALTY AND SURETY  
COMPANY OF AMERICA

in the amount of 100% of the Contract Sum (Total Base Bid and all accepted alternatives and adjustments) the cost of which is included in the Bid.

Cost of bond for change order is (3%) THREE percent of change order cost.

1.14 LIQUIDATED DAMAGES

The undersigned Bidder understands and agrees to the provisions stated under "LIQUIDATED DAMAGES" in the General Conditions and shall be assessed at the specified daily rate for each calendar day or partial calendar day until completion as defined herein.

1.15 MATERIAL SUBSTITUTION SHEET

The following is a schedule of substitute materials I propose to furnish on this job, with the difference in price being added to or deducted from the Base Bid. The Base Bid is understood to include only those items which are definitely specified by trade names or otherwise.

I understand that if no price difference is indicated, then the selection of materials is optional with the Owner, and approval or rejection of the substitution below will be indicated prior to signing of Contracts.

<u>PRODUCT NAME AND/OR MANUFACTURER</u>	<u>ADD</u>	<u>DEDUCT</u>
----- N/A -----	-----	-----
-----	-----	-----
-----	-----	-----

1.16 PROPOSAL SIGNATURE (REQUIRED)

A. SOLE PROPRIETOR

Signature of Bidder: ----- N/A -----

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_, 20\_\_

\_\_\_\_ N/A \_\_\_\_

Notary Public

Commission Expires: \_\_\_\_ N/A \_\_\_\_

B. PARTNERSHIP

Signature of All Partners: \_\_\_\_\_ N/A \_\_\_\_\_

\_\_\_\_\_ N/A \_\_\_\_\_

Name (typed or printed)

\_\_\_\_\_ N/A \_\_\_\_\_

Name (typed or printed)

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_, 20\_\_

\_\_\_\_ N/A \_\_\_\_

Commission Expires: \_\_\_\_ N/A \_\_\_\_

Notary Public

C. CORPORATION

Signature of Authorized Official: Robert H Flasz

Title: PRESIDENT

Name above (typed or printed): ROBERT H. FLASZ

(If other than the president, attach a certified copy of that section of corporate by-laws or other authorization by the Corporation which permits the person to execute the offer for the Corporation.)

(Corporate Seal)

Attest: Laura Grudecki  
Secretary LAURA GRUDECKI

SUBSCRIBED AND SWORN to before me this 9TH day of FEB., 2021

Laura K. Grudecki

Notary Public LAURA K. GRUDECKI

Commission Expires: MAY 26, 2021

OFFICIAL SEAL  
Laura K. Grudecki  
NOTARY PUBLIC, STATE OF ILLINOIS  
My Commission Expires May 26, 2021

1.17 DISCLOSURE

A. The undersigned duly sworn deposes and says on oath that the bidder has withheld no disclosures of ownership interest and the information provided

herein to the best of its knowledge is current and said undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price named in said proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders and has not disclosed to any person, firm or corporation the terms of this bid or the price named herein.

Bidder: CENTRAL LAKES CONSTRUCTION CO., INC.

Business Address: 749 PINECREST DRIVE

PROSPECT HEIGHTS, IL 60070

Telephone Number: (847) 459-0190

#### 1.18 CONTACTS

- A. In the event the Evanston City Council approves this bid response, list the name, address, telephone, and fax number of the person to be contacted:

Bidder: CENTRAL LAKES CONSTRUCTION CO., INC. - ROBERT H. FLASZ

Address: 749 PINECREST DRIVE

PROSPECT HEIGHTS, IL 60070

Telephone Number: (847) 459-0190

Fax Number: (847) 459-0507

CELL PHONE: (847) 421-7162

1.19 REFERENCES

A. Provide three (3) references for which your firm has completed work of a similar scope in the past.

1. Name: RIVER GROVE SCHOOL DISTRICT 85.5

Address: \_\_\_\_\_

Contact Person: MARLENE FLAHAVEN  
SCHOOL BOARD PRESIDENT

Phone: (708) 453-4413

Contract Value: \_\_\_\_\_

Contract Dates: \_\_\_\_\_

2. Name: RICHLAND SCHOOL DISTRICT 88-A

Address: \_\_\_\_\_

Contact Person: JOSEPH SIMPKINS  
SUPERINTENDENT

Phone: OFFICE: (815) 744-7288, X-2212

CELL: (708) 829-4430

Contract Value: \_\_\_\_\_

Contract Dates: \_\_\_\_\_

3. Name: WOLD ARCHITECTS & ENGINEERS

Address: \_\_\_\_\_

Contact Person: JOHN MAURER

Phone: (847) 241-6100

Contract Value: \_\_\_\_\_

Contract Dates: \_\_\_\_\_

## EXHIBIT B

### City of Evanston M/W/EBE Policy

A City of Evanston goal is to provide contracting and sub-contracting opportunities to Minority Business Enterprises, Women Business Enterprises, and Evanston Business Enterprises. The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. To assist such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

Firms bidding on projects with the City must work to meet the 25% goal or request a waiver from participation. It is advised that bidders place advertisements requesting sub-contractors and that they email or contact individual firms that would be appropriate to partner in response to the project. For samples of possible advertisements, see the City of Evanston's Business Diversity Section <http://www.cityofevanston.org/business/business-diversity/> (Sample Advertisement). If you request a paper copy of the additional documents, it will be available free of charge from the Purchasing Office, 2100 Ridge Road Suite 4200, Evanston, IL 60201.

If a bidder is unable to meet the required M/W/EBE goal, the Bidder must seek a waiver or modification of the goal on the attached forms. Bidder must include:

1. A narrative describing the Bidder's efforts to secure M/W/EBE participation prior to the bid opening.
2. Documentation of each of the assist agencies that were contacted, the date and individual who was contacted, and the result of the conversation (see form)
3. A letter attesting to instances where the bidder has not received inquiries/proposals from qualified M/W/EBEs
4. Names of owners, addresses, telephone numbers, date and time and method of contact of qualified M/W/EBE who submitted a proposal but was not found acceptable.
5. Names of owners, addresses, telephone numbers, date and time of contact of at least 15 qualified M/W/EBEs the bidder solicited for proposals for work directly related to the Bid prior to the bid opening (copies must be attached).

If a bidder is selected with a Sub-contractor listed to meet the M/W/EBE goal, a "monthly utilization report" will be due to the City prior to each payment being issued to the Contractor. This report will include documentation of the name of the firm hired, the type of work that firm performed, etc. Should the M/W/EBE not be paid according to the schedule proposed in this document, the City reserves the right to cancel the contract. Examples of this monthly form can be found on the City's website: <http://www.cityofevanston.org/business/business-diversity/> (MWEBE Monthly Utilization Report).

EXHIBIT C

**M/W/EBE PARTICIPATION COMPLIANCE FORM**

I do hereby certify that

Gim Electric Co., Inc. (Name of firm) intends to participate as a Sub-contractor or General Contractor on the project referenced above.

This firm is a (check only one):

- X Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.
- Women's Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.
- Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response \$22,000.00  
Amount to be performed by a M/W/EBE \$ 22,000.00  
Percentage of work to be performed by a M/W/EBE 100 %

Information on the M/W/EBE Utilized:

Name Gim Electric Co., Inc.  
Address 4150 N. Milwaukee Ave., Chicago, IL 60641  
Phone Number 773-286-7112  
Signature of firm attesting to participation *Gim M. [Signature]*  
Title and Date President 1/18/21

Please attach

1. Proper certification documentation if applying as an M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:

- Cook County                       State Certification
- Federal Certification           Women's Business Enterprise National Council
- City of Chicago                   Chicago Minority Supplier Development Council

2. Attach business license if applying as an EBE



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

APR 12 2017

Eric W. Mah  
Gim Electric Co. Inc.  
4150 N. Milwaukee Ave.  
Chicago, IL 60641

Dear Eric W. Wah:

We are pleased to inform you that **Gim Electric Co. Inc.** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **4/1/2022**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **4/1/2018, 4/1/2019, 4/1/2020, and 4/1/2021**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **4/1/2022**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **2/1/2022**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

**NAICS Code(s):**

**238210 - Electrical contractors**

Your firm's participation on City contracts will be credited only toward **Minority-Owned Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Rich Butler  
First Deputy Procurement Officer  
RB/nw



EXHIBIT C

**M/W/EBE PARTICIPATION COMPLIANCE FORM**

I do hereby certify that

Kohn Plumbing LLC (Name of firm) intends to participate as a Sub-contractor or General Contractor on the project referenced above.

This firm is a (check only one):

- Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.
- Women's Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.
- Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response \$ 35,000.00  
Amount to be performed by a M/W/EBE \$ 35,000.00  
Percentage of work to be performed by a M/W/EBE 100 %

Information on the M/W/EBE Utilized:

Name Janice Iacullo  
Address 4262 Old Grand Ave. Gurnee, IL 60031  
Phone Number office 847-603-1014 cell 847-927-0264  
Signature of firm attesting to participation Janice Iacullo  
Title and Date President 1-19-2021

Please attach

1. Proper certification documentation if applying as an M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:

- |  |  |
|--|--|
| <input type="checkbox"/> Cook County           | <input checked="" type="checkbox"/> State Certification                          |
| <input type="checkbox"/> Federal Certification | <input checked="" type="checkbox"/> Women's Business Enterprise National Council |
| <input type="checkbox"/> City of Chicago       | <input type="checkbox"/> Chicago Minority Supplier Development Council           |

2. Attach business license if applying as an EBE

February 26, 2020

Certification Term Expires: February 26, 2021

Ms Janice Iacullo  
Kohn Plumbing LLC  
4262 Old Grand Ave  
B2  
Gurnee, IL 60031

Re: Women Business Enterprise (WBE)  
Dear Janice Iacullo:

Congratulations! After reviewing the information that you supplied, we are pleased to inform you that your firm has been granted certification as a Women Business Enterprise (WBE) under the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities

This certification is in effect with the State of Illinois until the date specified above. Please note that you have been granted certification under the Recognition Application because you are certified with one of our partner organizations and, as such, must recertify each year.

At least 15 days prior to the anniversary date of your certification, you will be notified by BEP through email to update your certification as a condition of continued certification. It is your responsibility to ensure that the contact email address listed in the system is accurate and up to date and that the email account is checked regularly so that you do not miss any important notifications. In addition, should any changes occur in ownership and/or control of the business, in the business' certification status with the partner organization, or other changes affecting the firm's operations, you are required to notify BEP within two weeks. Failure to notify our office of changes will result in decertification of your firm

Your firm's name will appear in the State's Directory as a certified vendor with the Business Enterprise Program in the specialty area(s) of:

NIGP 91468: PLUMBING

Your firm will only show up in the database of BEP-certified vendors the NIGP codes listed above, so PLEASE REVIEW THE LIST CAREFULLY TO ENSURE THAT ALL RELEVANT NIGP CODES ARE INCLUDED.

Also, please be advised that this certification does not guarantee that you will receive a State contract. Please visit the Vendor Registration page on [www.opportunities.illinois.gov](http://www.opportunities.illinois.gov) and be sure to register with each of the Procurement Bulletins listed so that you are notified of upcoming solicitations in your NIGP codes. Certification with the Business Enterprise Program does not ensure you receive notifications; you must also register with the Procurement Bulletins.

Thank you for your participation in the Business Enterprise Program. We welcome your participation and wish you continued success.

Sincerely,



Carlos Gutiérrez  
Certification Manager  
Business Enterprise Program



JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

Kohn Plumbing LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: February 18, 2020  
Expiration Date: February 28, 2021  
WBENC National Certification Number: WBE2000350

WBENC National WBE Certification was processed and validated by Women's Business Development Center - Midwest, a WBENC Regional Partner Organization.

Authorized by Emilia DiMenco, President & CEO Women's Business Development Center - Midwest



NAICS: 238220  
UNSPSC: 72102303





**EXHIBIT E**

**Construction Contractors' Assistance Organizations ("Assist Agencies") Form**

AGENCY	DATE CONTACTED	CONTACT PERSON	RESULT OF CONVERSATION
<b>Association of Asian Construction Enterprises (AACE)</b> 5500 Touhy Ave., Unit K Skokie, IL 60077 Phone: 847-525-9693 Perry Nakachii, President		----- N/A -----	
<b>Black Contractors United (BCU)</b> 400 W. 76th Street Chicago, IL 60620 Phone: 773-483-4000; Fax: 773-483-4150 Email: <a href="mailto:bcunewera@ameritech.net">bcunewera@ameritech.net</a>		----- N/A -----	
<b>Chicago Minority Business Development Council</b> 105 West Adams Street Chicago, Illinois 60603 Phone: 312-755-8880; Fax: 312-755-8890 Email: <a href="mailto:info@chicagomsdc.org">info@chicagomsdc.org</a> Shelia Hill, President		----- N/A -----	
<b>Evanston Minority Business Consortium, Inc.</b> P.O. Box 5683 Evanston, Illinois 60204 Phone: 847-492-0177 Email: <a href="mailto:embcinc@aol.com">embcinc@aol.com</a>		----- N/A -----	
<b>Federation of Women Contractors</b> 5650 S. Archer Avenue Chicago, Illinois 60638 Phone: 312-360-1122; Fax: 312-360-0239 Email: <a href="mailto:FWCChicago@aol.com">FWCChicago@aol.com</a> Contact Person: Beth Doria Maureen Jung, President		----- N/A -----	
<b>Hispanic American Construction Industry (HACIA)</b> 901 W. Jackson, Suite 205 Chicago, IL 60607 Phone: 312-666-5910; Fax: 312-666-5692 Email: <a href="mailto:info@haciaworks.org">info@haciaworks.org</a>		----- N/A -----	
<b>Women's Business Development Ctr.</b> 8 S. Michigan Ave, Suite 400 Chicago, Illinois 60603 Phone: 312-853-3477 X220; Fax: 312-853-0145 Email: <a href="mailto:wdbc@wdbc.org">wdbc@wdbc.org</a> Carol Dougal, Director		----- N/A -----	

**PLEASE NOTE:** Use of Construction Contractor's Assistance Organization (Assist Agencies") Form and agencies are for use as a resource only. The agencies and or vendors listed are not referrals or recommendations by the City of Evanston.

## EXHIBIT F

### CITY OF EVANSTON LOCAL EMPLOYMENT PROGRAM (LEP) COMPLIANCE

Effective Date January 1, 2015

#### City of Evanston Ordinance 60-O-14, Local Employment Program (LEP) New Penalties:

- **Ordinance 60-O-14**, Amendment to the MWEBE/LEP revising the penalty section from a \$100/per day to a 1.0% of total project value penalty can be found at: Ordinance 60-O-14 Amendment MWEBE LEP of the Evanston City Code Section 1-17-1 (C) can be found at Municode Library. The following are excerpts from Ordinance 60-O-14, Amending City Code Section 1-17-1(C) (11): Penalty.

**If the contactor or sub-contractor fails to comply:** The City may impose a fine up to one percent (1.0%) of the approved project price in total. Contractors or sub-contractors that are out of compliance due to a resident termination or resignation shall immediately notify the Business Workforce Compliance Coordinator of this occurrence within two (2) business days. Subsequently, the contractor or sub-contractor shall have five (5) additional business days to replace a terminated or resigned worker with another resident.

**If the contactor or sub-contractor fails to comply:** If the contractor or sub-contractor fails to make the replacement or to notify the Business Workforce Compliance Coordinator of this occurrence, the offending party will also be subject to a penalty up to one percent (1.0%) of the approved project price. If the noncompliant contractor makes a good faith effort to replace the resident, the fine may be waived.

**If the contactor or sub-contractor fails to comply:** At the sole discretion of the City, a contractor or sub-contractor that has violated the terms of the Local Employment Program within a three-year period may be determined a non-responsible bidder and excluded from bidding on future projects for a period of not less than one year.

**If the employee (LEP Evanston resident) fails to comply:** At the sole discretion of the City, an employee that has been hired through the LEP may be removed from the program for a period of not less than one year for failing to adhere to program guidelines or due to termination by the contractor for cause. Such termination process will be reviewed by the Business Workforce Compliance Coordinator.

**\*\*Detailed Local Employment Program Instructions "How to Comply" can be found at: Local Employment Program Detailed Instructions**

**Local Employment Program or Exhibit F Questions:** City staff is available for assistance to help with compliance. Submit questions in writing to Sharon A. Johnson, Business Workforce Compliance Coordinator at [shjohnson@cityofevanston.org](mailto:shjohnson@cityofevanston.org).



**EXHIBIT G**

**CERTIFICATION OF BIDDER REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY  
(Only if Contract Exceeds \$10,000)**

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed sub-contractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or sub-contract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

**CERTIFICATION OF BIDDER**

CENTRAL LAKES CONSTRUCTION CO., INC.

Name and Address of Bidder (Include ZIP Code) 749 PINECREST DRIVE  
PROSPECT HEIGHTS, IL 60070

IRS EMPLOYER I.D. NUMBER 36- 3787200

1. Bidder has participated in a previous contract or sub-contract subject to the Equal Opportunity Clause.  Yes  No
2. Bidder has filed all compliance reports due under applicable instructions.  Yes  No
3. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?  Yes  No

Name: ROBERT H. FLASZ  
PRESIDENT

Title: CENTRAL LAKES CONSTRUCTION CO., INC.

Signature: *Robert H Flasz*

Date: FEBRUARY 9, 2021

**EXHIBIT H**

**DISCLOSURE OF OWNERSHIP INTERESTS**

City of Evanston Ordinance 15-0-78 requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their bid. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: ROBERT H. FLASZ - CENTRAL LAKES CONSTRUCTION CO., INC.

APPLICANT ADDRESS: 749 PINECREST DRIVE - PROSPECT HEIGHTS, IL 60070

TELEPHONE NUMBER: (847) 459-0190

FAX NUMBER: (847) 459-0507

APPLICANT is (Check One)

1. Corporation  2. Partnership ( ) 3. Sole Owner ( ) 4. Association ( )

5. Other ( ) \_\_\_\_\_

Please answer the following questions on a separate attached sheet if necessary.

**SECTION I - CORPORATION**

1a. Names and addresses of all Officers and Directors of Corporation.

ROBERT H. FLASZ - PRESIDENT  
749 PINECREST DRIVE - PROSPECT HEIGHTS, IL 60070  
LAURA GRUDECKI - SECRETARY  
749 PINECREST DRIVE - PROSPECT HEIGHTS, IL 60070

1b. (Answer only if corporation has 33 or more shareholders.) Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

----- N/A -----

----- N/A -----

----- N/A -----

1c. (Answer only if corporation has fewer than 33 shareholders.) Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations

which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

---

100%	ROBERT H. FLASZ - PRESIDENT
------	-----------------------------

---

749 PINECREST DRIVE - PROSPECT HEIGHTS, IL 60070

---

**SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE**

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general is equal to or in excess of 3%.

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

**SECTION 3 - TRUSTS**

3a. Trust number and institution.

----- N/A -----

---

3b. Name and address of trustee or estate administrator.

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

**SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE**

- 4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

- 4b. If any interest named in Section 1, 2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

- 4c. If "constructive control" of any interest named in Sections 1, 2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture or partnership agreements.)

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

I have not withheld disclosure of any interest known to me. Information provided is accurate

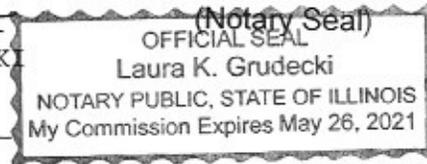
and current.

FEBRUARY 9, 2021  
Date

Robert H. Flasz  
Signature of Person Preparing Statement  
ROBERT H. FLASZ  
PRESIDENT  
Title

ATTEST: Laura K. Grudecki  
Notary Public LAURA K. GRUDECKI

Commission Expires: MAY 26, 2021



**EXHIBIT I**

**ADDITIONAL INFORMATION SHEET**

Bid/Proposal Name: EVANSTON PUBLIC LIBRARY ALL GENDER RESTROOM

Bid/Proposal Number #: 21-03

Company Name: CENTRAL LAKES CONSTRUCTION CO., INC.

Contact Name: ROBERT H. FLASZ

Address: 749 PINECREST DRIVE

City, State, Zip: PROSPECT HEIGHTS, IL 60070

Telephone/FAX: # (847) 459-0190 / (847) 459-0507

E-mail: rhf@central-lakes.com

Comments: COMPLETION DATE BASED UPON AWARD DATE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXHIBIT J

**CERTIFICATE OF COMPLIANCE  
WITH PREVAILING WAGE RATE ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of Evanston, Cook, County, Illinois, that all work under this contract shall comply with the Prevailing Wage Rate Act of the State of Illinois, 820 ILCS 130 *et seq*, and as amended by Public Acts 86-799 and 86-693 and current City of Evanston Resolution, with rates to be paid in effect at time work is performed. Contractors shall submit monthly certified payroll records to the city.

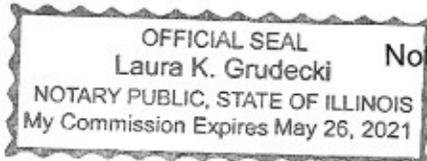
Name of Contractor: CENTRAL LAKES CONSTRUCTION CO., INC.

By: Robert H. Flasz  
ROBERT H. FLASZ - PRESIDENT

By: State of ILLINOIS, County of COOK

Subscribed and sworn to before me this 9TH day

of FEBRUARY, 2021.



Laura K. Grudecki  
Notary Public LAURA K. GRUDECKI

**EXHIBIT K**  
**MAJOR SUB-CONTRACTORS LISTING**

The following Tabulation of Major Sub-contractors shall be attached and made a condition of the Bid. The Bidder expressly understands and agrees to the following provisions:

- A. If awarded a Contract as a result of this Bid, the major sub-contractors used in the prosecution of the work will be those listed below.
- B. The following list includes all sub-contractors who will perform work representing 5% (five percent) or more of the total Base Bid.
- C. The sub-contractors listed below are financially responsible and are qualified to perform the work required.
- D. The sub-contractors listed below comply with the requirements of the Contract Documents.
- E. Any substitutions in the sub-contractors listed below shall be requested in writing by the Contractor and must be approved in writing by the Owner. All pertinent financial, performance, insurance and other applicable information shall be submitted with the request for substitutions(s). Owner shall respond to such requests within 14 calendar days following the submission of all necessary information to the full satisfaction of the Owner.

<u>Category Number</u>	<u>Name of Sub-contractor</u>	<u>Address and Telephone</u>
	GIM ELECTRIC CO., INC.	(773) 286-7112
	4150 NORTH MILWAUKEE AVE.	
	CHICAGO, IL 60641	
	KOHN PLUMBING LLC	(847) 603-1014
	4262 OLD GRAND AVENUE, B2	
	GURNEE, IL 60031	

(Attach additional sheets as required)

**END OF SECTION**

EXHIBIT L

**CONFLICT OF INTEREST**

ROBERT H. FLASZ, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the Bidder, its owners and employees and any official or employee of the City of Evanston.

Bidder further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Bidder/proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/proposal.

*Robert H. Flasz*

ROBERT H. FLASZ, PRESIDENT - CENTRAL LAKES CONSTRUCTION CO., INC.

(Name of Bidder/proposer if the Bidder/proposer is an Individual)

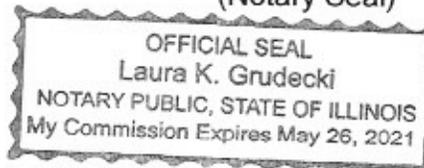
(Name of Partner if the Bidder/proposer is a Partnership)

(Name of Officer if the Bidder/proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.  
Subscribed and Sworn to this 9<sup>TH</sup> day of FEBRUARY, 20 21

*Laura K. Grudecki*  
Notary Public LAURA K. GRUDECKI

(Notary Seal)



Commission Expires: MAY 26, 2021

EXHIBIT M

**SIGNATURE FORM**

**THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED**

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the proposer hereby certifies that they are not barred from bidding on this contract as a result bid rigging or bid rotating or any similar offense (720 ILCS 5/33 E-3, E-4).

Authorized Signature: Robert H. Flasz

Company Name: CENTRAL LAKES CONSTRUCTION CO., INC.

Typed/Printed Name: ROBERT H. FLASZ

Date: FEBRUARY 9, 2021

Title: PRESIDENT

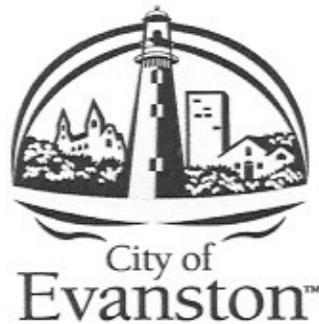
Telephone Number: (847) 459-0190

E-mail rhf@central-lakes.com

Fax Number: (847) 459-0507



**Exhibit N**



**CONTRACTOR SERVICES AGREEMENT**

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

*Evanston Library All Gender Restroom*

**(BID #21-03)**

THIS AGREEMENT (hereinafter referred to as the "Agreement") is entered into between the City of Evanston/Evanston Public Library, an Illinois municipal corporation with offices located at 2100 Ridge Avenue, Evanston Illinois 60201 (hereinafter referred to as the "City"), and *[Insert Contractor name here]*, with offices located at *[Insert Contractor address here]*, (hereinafter referred to as the "Contractor"). Compensation (the "Compensation") for all basic services provided by the Contractor pursuant to the terms of this Agreement shall not exceed *[\$Insert fee here]*.

*Revision March 2020*

EXHIBIT N

**TABLE OF CONTENTS**

1	Services and Duties of the Contractor.....	1
2	Standard Certifications.....	4
3	Additional Services/Change Orders.....	7
4	Bonds .....	9
5	Liquidated Damages in the Event Contractor Fails to Complete the Work.....	10
6	The City’s Responsibilities .....	10
7	Period of Service.....	10
8	Payment for Services and Reimbursements.....	11
9	Notice and Cure/Termination .....	12
10	Insurance .....	13
11	Indemnification .....	15
12	Drawings and Documents .....	16
13	Successors and Assigns.....	16
14	Force Majeure .....	16
15	Amendments and Modifications .....	17
16	Standard of Care & Warranty .....	17
17	Savings Clause .....	18
18	Non-Waiver of Rights.....	19
19	Entire Agreement .....	19
20	Governing Law .....	19
21	Ownership of Contract Documents.....	19
22	Notice.....	19
23	Severability .....	20
24	Execution of Agreement .....	20
25	Counterparts.....	20
26	Authorizations.....	20
27	Time of Essence.....	20

## RECITALS

WHEREAS, the City intends to retain the services of a qualified and experienced contractor for the following:

Work on this project includes: The City of Evanston/Evanston Public Library is looking for construction contractors to perform a restroom and lounge addition at the Main library.

WHEREAS, this Agreement shall include the following documents which are attached hereto:

- a) City of Evanston/Evanston Public Library Bid 21-03, attached as Exhibit A.
- b) Contractor's response to Bid 21-03, attached as Exhibit B.
- c) Any sub-contractor sub-contracts related to this Agreement, attached as Exhibit C.
- d) Project Fee Schedule and hourly rates, attached as Exhibit D.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

### 1 Services and Duties of the Contractor

1.1 The Contractor shall perform professional services and provide equipment (the "Work") in accordance with Exhibits A, B, C and D. The Contractor retains the right to control the manner of performance of the services provided for in this Agreement and is an independent contractor and not agent or an employee of the City. All employees and sub-contractors of the Contractor shall likewise not be considered to be employees of the City. Contractor is solely responsible for the means and methods of all work performed under the terms of this Agreement for this Project ("the Project"). Contractor is an independent Contractor 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. Contractor acknowledges and agrees that should Contractor or its sub-contractors provide false information, or fail to be or remain in compliance with this Agreement; the City may void this Agreement.

1.2 The Contractor warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Contractor's work and all indemnity and insurance requirements. Contractor further affirms that it has visited the Project site and has become familiar with all special conditions, if any, at the Project site. Contractor shall perform the Work and its obligations under this Agreement in accordance with and subject to the Contract Documents to the full extent that each such provision is applicable to the Work. Contractor shall take necessary precautions to properly protect the Work of others, if any, from damage caused by operations under this Agreement. In addition, Contractor shall protect the work during normal

EXHIBIT N

and adverse weather conditions until the Project is complete and accepted by the City, or until the Contractor has fully completed its work under this Agreement. Contractor's obligations include, but are not limited to, placing and adequately maintaining at or about all locations of Project work, sufficient guards, barricades, lights, and enclosures to protect the Work.

1.3 The Contractor shall not have any public or private interest and shall not acquire directly or indirectly any such interest which conflicts in any manner with the performance of its services under this Agreement.

1.4 The Contractor shall designate, in writing, a person to act as its Project Manager for the work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define the Contractor's policies and decisions with respect to the work covered by this Agreement.

1.5 The Contractor shall employ only persons duly licensed by the State of Illinois to perform the professional services required under this Agreement for which applicable Illinois law requires a license, subject to prior approval of the City. The Contractor shall employ only well qualified persons to perform any of the remaining services required under this Agreement, also subject to prior approval of the City. The City reserves the right to require replacement of Contractor, sub-contractor, or supplier personnel for any reason. Contractor will replace the unacceptable personnel at no charge to the City. For all solicitations or advertisements placed by or on behalf of Contractor for employees for this Project it will state that the Contractor is an Equal Opportunity Employer.

1.6 Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Contractor's control, the Contractor shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Contractor shall cooperate to determine what records are subject to such a request and whether or not any exemption to the disclosure of such records, or part thereof, is applicable. Contractor shall indemnify and defend the City from and against all claims arising from the City's exceptions to disclosing certain records which Contractor may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

1.7 The Contractor shall obtain prior approval from the City prior to sub-contracting with any entity or person to perform any of the work required under this Agreement. The Contractor may, upon request of the City, submit to the City a draft sub-contractor agreement for City review and approval prior to the execution of such an agreement. Any previously entered into sub-contractor agreement(s) are attached as Exhibit C. If the Contractor sub-contracts any of the services to be performed under this Agreement, the sub-contractor agreement shall provide that the services to be

EXHIBIT N

performed under any such agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the City's prior written consent. The Contractor shall be responsible for the accuracy and quality of any sub-contractor's work.

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

1.9 The Contractor acknowledges that it shall enforce and comply with all applicable Occupational Safety and Health Administration standards (OSHA) for this Project in effect as of the date of the execution of this Agreement, or as otherwise promulgated by OSHA in the future taking effect during the pendency of this Project. Contractor shall enforce all such standards and ensure compliance thereto as to its own agents and employees, and as to the agents and employees of any sub-contractor throughout the course of this Project. Contractor is solely responsible for enforcing and complying with all applicable safety standards and requirements on this Project, and is solely responsible for correcting any practices or procedures which do not comply with the applicable safety standards and requirements for this Project. Any Project specific safety requirements applicable to this Project must be followed by Contractor and any sub-contractor(s) on the Project. Additionally, all such safety requirements shall be made a part of any sub-contractor agreement.

1.10 The Contractor shall submit to the City a progress report each month this Agreement is in effect. The report shall include the following items:

- a) A summary of the Contractor's project activities, and any sub-contractor project activities that have taken place during the invoice period;
- b) A summary of the Contractor's project activities and any sub-contractor project activities, that shall take place during the next invoice period;
- c) A list of outstanding items due to or from the City; and
- d) A status of the Project schedule.

1.11 The Contractor shall perform the work required under this Agreement pursuant to high quality industry standards expected by the City. The Contractor shall apply for and receive all appropriate permits before performing any work in the City. The Contractor shall also provide the appropriate permit drawings for Building Permits to be issued for the Project, if said permits are obligated by the Project. The City will assist the Contractor with obtaining the appropriate building and right-of-way permits.

1.12 The Contractor shall provide drawings of record, in the following 3 electronic formats for all locations where equipment has been installed and/or work has been performed. The electronic formats required by this Section 1.12 are Auto Cad Version 2007, ArcView and PDF.

1.13 Contractor recognizes that proper cleanup and removal of construction debris is an important safety consideration. The Contractor shall be solely responsible for daily construction site/area cleanup and removal of all construction debris in accordance with City-approved disposal practices. Contractor shall be solely responsible for identifying and removing at its expense all hazardous material and waste which it uses and generates.

1.14 To the extent that there is any conflict between a provision specified in this Agreement, with a provision specified in any of the other Contract Documents, as defined in Section 1.15, this Agreement shall control. The City and the Contractor may amend this Section 1.14 as provided by Section 15 herein.

The Contractor acknowledges and agrees that the City has no retained control over any of the Work done pursuant to this Agreement, and that the City is expressly exempt from the retained control exception as defined in the Restatement of Torts, Second, Section 414. This provision shall survive completion, expiration, or termination of this Agreement.

1.15 The Contract Documents for this Project consist of:

- a) This Agreement;
- b) The City's RFP/RFQ, and the plans, specifications, general conditions, drawings addenda, and modifications thereto;
- c) The Contractor's response to the RFP/RFQ/Bid;
- d) Other exhibits and schedules, if any, listed in this Agreement;
- e) Amendments or Other Contract Documents, if any; and
- f) Amendments/Modifications to this Agreement issued after execution thereof.

1.16 As a condition of receiving payment, Contractor must (i) be in compliance with the Agreement, (ii) pay its employees prevailing wages when required by law (Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services). Contractor is responsible for contacting the Illinois Dept. of Labor 217-782-6206; <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx> to ensure compliance with prevailing wage requirements), (iii) pay its suppliers and sub-contractors according to the terms of their respective contracts, and (iv) provide lien waivers to the City upon request.

## 2 Standard Certifications

Contractor acknowledges and agrees that compliance with this section and each subsection for the term of the Agreement is a material requirement and condition of this Agreement. By executing this Agreement, Contractor certifies compliance with this section and each subsection and is under a continuing obligation to remain in compliance and report any non-compliance.

This section, and each subsection, applies to sub-contractors used on this Agreement. Contractor shall include these Standard Certifications in any sub-contract used in the performance of

the Agreement.

If this Agreement extends over multiple fiscal years, Contractor and its sub-contractors shall confirm compliance with this section in the manner and format determined by the City by the date specified by the City and in no event later than January 1 of each year that this Agreement remains in effect.

If the City determines that any certification in this section is not applicable to this Agreement, it may be stricken, subject to sole approval by the City, without affecting the remaining subsections.

2.1 As part of each certification, Contractor acknowledges and agrees that should Contractor or its sub-contractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

- the Agreement may be void by operation of law,
- the City may void the Agreement, and
- Contractor and its sub-contractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

2.2 By signing this Agreement, the Contractor certifies that it has not been barred from being awarded a contract with a unit of State or local Government as a result of bid rigging or bid rotating or similar offense, nor has it made any admission of guilt of such conduct that is a matter of public record. (720 ILCS 5/33 E-3, E-4).

2.3 In the event of the Contractor'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 sub-contracts with the City, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

2.4 During the term of this Agreement, the Contractor agrees as follows:

- a) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.
- b) That, in all solicitations or advertisements for employees placed by it on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

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

- a) The illegality of sexual harassment;
- b) The definition of sexual harassment under State law;
- c) A description of sexual harassment utilizing examples;
- d) The Contractor'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.

2.6 In accordance with the Steel Products Procurement Act (30 ILCS 565), Contractor 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.

2.7 Contractor 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.

2.8 If Contractor, or any officer, director, partner, or other managerial agent of Contractor, 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, Contractor certifies at least five years have passed since the date of the conviction.

2.9 Contractor certifies that if more favorable terms are granted by Contractor 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 will be applicable under this Agreement.

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

2.11 The Contractor certifies that all Design Professionals performing the Work under this Agreement will ensure that the Project shall be designed in conformance with the Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101, *et seq.*, and all regulations promulgated thereunder. Design Professional means any individual, sole proprietorship, firm, partnership, joint venture, corporation, professional corporation, or other entity that offers services under the Illinois Architecture Practice Act of 1989 (225 ILCS 305/), the Professional Engineering Practice Act of 1989 (225 ILCS 325/), the Structural Engineering Licensing Act of 1989 (225 ILCS 340/), or the Illinois Professional Land Surveyor Act of 1989 (225 ILCS 330/).

2.12 The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules, regulations, orders or other legal requirements now in force or which may be in

EXHIBIT N

force during the term of this Agreement. The Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 *et. seq.*, Title VII of the Civil Rights Act of 1964, and the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et. seq.*

### 3 Additional Services/Change Orders

3.1 If the representative of the City responsible for the Project verbally requests the Contractor to perform additional services, the Contractor shall confirm in writing that the services have been requested and that such services are additional services. Failure of the City to respond to the Contractor's confirmation of said services within thirty (30) calendar days of receipt of the notice shall be deemed a rejection of, and refusal to pay for the additional services. Contractor shall not perform any additional services until City has confirmed approval of said additional services in writing. If authorized in writing by the City, the Contractor shall furnish, or obtain from others, additional services of the following types, which shall be paid for by the City as set forth in Section 9 of this Agreement:

- a) Additional Services due to significant changes in scope of the Project or its design, including, but not limited to, changes in size, complexity or character of construction, or time delays for completion of work when such delays are beyond the control of the Contractor;
- b) Revisions of previously approved studies, reports, design documents, drawings or specifications;
- c) Preparation of detailed renderings, exhibits or scale models for the Project;
- d) Investigations involving detailed consideration of operations, maintenance and overhead expenses for the preparation of rate schedules, earnings and expense statements, feasibility studies, appraisals and valuations, detailed quantity surveys of material and labor, and material audits or inventories required for certification of force account construction performed by the City;
- e) Services not otherwise provided for in this Agreement.

3.2 The City may, upon written notice, and without invalidating this Agreement, require changes resulting in the revision or abandonment of work already performed by the Contractor, or require other elements of the work not originally contemplated and for which full compensation is not provided in any portion of this Agreement. Any additional services, abandonment of services which were authorized by the City, or changes in services directed by the City which result in the revision of the scope of services provided for in Exhibits A, B, C, and D that cause the total Compensation due Contractor under this Agreement to exceed \$25,000 or more, or increase or decrease the contract duration by more than 30 days are subject to approval by the Evanston City Council. These actions must be addressed either in a written Change Order or in a written amendment to this Agreement approved by both parties.

3.3 Contractor acknowledges and agrees that the Public Works Construction Change Order Act, 50 ILCS 525/1 *et seq.* shall apply to all Change Orders for the Project. It is expressly understood and agreed to by Contractor that it shall not be entitled to any damages or Compensation from the City on account of delay or suspension of all or any part of the Work. Contractor

EXHIBIT N

acknowledges that delays are inherent in construction projects and Contractor assessed that risk and fully included that risk assessment within its contract sum specified in its Response to the City Bid 21-03 or this Project. The City shall not compensate Contractor for work that is more difficult than the contract sum specified in its Response would reflect. Delays to minor portions of the Work will not be eligible for extensions of time.

Delays to the Project caused by labor disputes or strikes involving trades not directly related to the Project, or involving trades not affecting the Project as a whole will not be eligible for an extension of time.

The City will not grant an extension of time for a delay by the Contractor's inability to obtain materials unless the Contractor first furnishes to the City documentary proof. The proof must be provided in a timely manner in accordance with the sequence of the Contractor's operations and accepted construction schedule.

In addition to any other changes requested by City (as described in Sections 3.1 and 3.2), the Company shall be entitled to request (and the City may grant) Change Orders with respect to:

- (a) The City-caused/Library delays.
- (b) Change in Law.
- (c) Force Majeure Events.

The foregoing events shall entitle the Contractor to a change in the Compensation for this Project, if the Contractor demonstrates that it will unavoidably incur reasonable costs as a result thereof and the Contractor provides reasonable and detailed documentary support with respect to any such price impact.

The parties agree to reasonably confer regarding any such disputes with respect to the issuance of a Change Order.

Any payment for compensable delay will only be based upon actual costs excluding, without limitation, what damages, if any, the Contractor may have reasonably avoided. The Contractor understands that this is the sole basis for recovering delay damages and explicitly waives any right to calculate daily damages for office overhead, profit, or other purported loss.

All Contractor Change Orders authorized under this Section 3 shall be made in writing. In remitting a Change Order, the Contractor must first show in writing that:

- (a) The work was outside the scope of this Agreement,
- (b) The extra work was not made necessary due to any fault of Contractor;
- (c) The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the Agreement was signed;
- (d) The change is germane to the original Agreement; and
- (e) The Change Order is in the best interest of the City and authorized by law.

Any person who fails to first obtain the City's written authorization for a Change Order commits a Class 4 felony. The written determination and the written Change Order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection.

**The City reserves all rights and causes of action, at law or equity, to seek redress against entities or persons who violate the requirements of this Section 3. By initialing below, Contractor hereby acknowledges that it is bound by this Section 3.**

Contractor's Initials: RH7

3.4 The Contractor is required to include the City of Evanston as a reference whenever and wherever the Contractor provides references for similar projects for a period of one (1) year from the date of Final Acceptance by the City of the Work for this Project.

#### 4 Bonds

4.1 Before the Scheduled Construction Commencement Date, the Contractor is required to furnish unconditional performance and payment bonds in the amount of 100% of the Compensation as security for the faithful performance and completion of all the Contractor's obligations under the Contract Documents and covering the payment of all materials used in the performance of this Agreement and for all labor and services performed under this Agreement. All Bonds shall be issued on a form acceptable to the City. The bonds must be for the entire term of the Agreement. Failure to provide these bonds shall constitute a breach of Contractor's obligations under this Agreement. Each surety providing the Bonds must have a Best's rating not less than A/X and be licensed in Illinois and shall be named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 as published in the Federal Register and available on the website of the U.S. Department of the Treasury, Financial Management Service, at [www.fms.treas.gov/c570/c570.html](http://www.fms.treas.gov/c570/c570.html). All Bonds signed by an agent must be accompanied by a certified copy of his or her authority to act. It shall be the duty of the Contractor to advise the surety or sureties of any Change Orders that result in an increase to the Compensation and to ensure that the amounts of the Bonds are updated to reflect and cover any such increases throughout the course of the Project. The cost of such Bonds shall be included within the Compensation.

4.2 If the surety behind any Bond furnished by the Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in the State or it ceases to meet any of the requirements of this Contract, the Contractor shall, within [5] five days thereafter, substitute another Bond of equivalent value and surety, both of which must be acceptable to the City. In addition, no further progress payments under the Agreement will be made by the City until the Contractor complies with the provisions of this Agreement. The Contractor shall furnish to the City proof of any required bonds and proof of required insurance as one of the conditions precedent to payment under the Agreement. Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment or performance of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or authorize a copy to be furnished. All surety Bonds

provided for in this Section shall incorporate by reference this Agreement, and any language that may be in any such surety Bond which conflicts with the provisions of this Agreement that define the scope of the surety('s) duty(ies) shall be of no force and effect.

## 5 Liquidated Damages in the Event Contractor Fails to Complete the Work

5.1 The parties agree that failure of Contractor to timely complete the Work required by this Agreement constitutes a default. The parties agree that this default will result in damage and injury to City. The parties further agree, however, that actual damages incurred by City as result of such default is difficult if not impossible to ascertain with any degree of certainty or accuracy. Accordingly, the parties have negotiated and have agreed that for each calendar day after written notice is delivered to Contractor and Contractor fails to cure such default, that Contractor will pay City, as and for liquidated damages, and not as a penalty, the sum of **Five Hundred Dollars per day**. Contractor shall reimburse the City for all costs, expenses and fees (including, without limitation, attorneys' fees), if any, paid by the City in connection with such written demand by City. Contractor stipulates and agrees that the sums payable by Contractor under this Section are reasonable under the circumstances existing as of the execution of this Agreement. This Section 5.1 is not intended to limit any direct damages that may be recoverable by City related to the Contractor's failure to complete the Work in accordance with this Agreement. There shall be no early completion bonus if the Work is completed before the substantial completion date. The City, at its option, may withhold liquidated damages from progress payments payable to Contractor before the substantial completion date.

## 6 The City's Responsibilities

6.1 The City may evaluate the Contractor's and any sub-contractor's performance (interim and final). Timeliness in meeting the Project schedule and the overall relationship with the Contractor are factors that will be considered in the Contractor's performance rating. An unfavorable performance rating may be a factor when future assignments are being considered.

6.2 The City makes no representation or warranty of any nature whatsoever as to the accuracy of information or documentation provided by the City to the Contractor which were generated or provided by third parties.

## 7 Period of Service

7.1 The Contractor shall commence work on the Project after supplying the City with the Contractor's performance and payment bonds and all required insurance documents before starting its Work on this Project. The City shall determine when the Contractor has completed the Work required pursuant to this Agreement, and shall determine the date of Final Acceptance. Contractor recognizes time is of the essence regarding its performance on this Project. Contractor shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the City.

7.2 Each phase of the project shall be completed in accordance with the activities outlined in the City's Bid Exhibit A. Project phases include:

7.2.1 Phase X: *[Phase name here.]*

7.2.2 Phase X: *[Phase name here.]*

7.2.3 Phase X: *[Phase name here.]*

## 8 Payment for Services and Reimbursements

8.1 Within the first five (5) business days of each month, the Contractor shall invoice the City for Work completed during the previous month. The Contractor shall provide a detailed invoice that relates invoiced items to the Contractor's response to Bid 21-03 in both quantity and unit cost. Any discrepancies in the monthly invoice shall be promptly brought to the attention of the Contractor by the City Project Manager and efforts shall be made to promptly resolve said discrepancies between the City and Contractor. In the event the City and Contractor cannot resolve invoice discrepancies, items in dispute will be removed from the invoice and the City shall approve the remainder of the invoice. Payment will be made as soon as possible following the City Council meeting in which the item appeared on the bills list, and in accordance with all applicable laws and rules of the City of Evanston and the State of Illinois.

8.2 In the event of termination by the City of this Agreement pursuant to paragraph 9.1 after completion of any phase of the basic services, fees due the Contractor for services rendered through such phase shall constitute final payment for such services, and no further fees shall be due to the Contractor. In the event of such termination by the City during any phase of the basic services, the Contractor shall be paid for services rendered on the basis of the proportion of work completed on the phase to date of termination.

8.3 The City shall have the right to withhold payment to the Contractor due to the quality of a portion or all of the work performed hereunder which is not in accordance with the requirements of this Agreement, or which is unsatisfactory, or is due to the Contractor's failure or refusal to perform any of its obligations hereunder. Compensation in excess of the total contract amount specified in this Agreement will not be allowed unless justified in the City's sole judgment and authorized in advance as provided for in Section 3 of this Agreement. Compensation for improper performance by the Contractor is disallowed.

8.4 Upon completion of the Work performed by the Contractor, prior to the submission of a request for final payment, the City and Contractor shall perform a final acceptance test and review of the Work performed and/or equipment installed pursuant to the Agreement. A punch list of items outstanding will be jointly developed by the City and Contractor. In addition, the Contractor shall submit drawings of record for the Project for the City to approve. The Contractor shall promptly resolve all punch list items to the satisfaction of the City, and shall transmit to the City in writing confirmation that all punch list items have been resolved. The City will review, and the Contractor shall modify, as necessary, any drawings of record to the satisfaction of the City. Punch list items and drawings of record must be approved by the City prior to the Contractor submitting its final invoice

for payment.

8.5 The Contractor shall submit an Affidavit and a final waiver of its lien, and all final waivers of liens of any sub-contractors, suppliers, and sub-sub-contractors, if applicable, with its final invoice, stating that all obligations incurred in performance of the professional services have been paid in full. The Affidavit will also include a statement stating that the professional services were performed in compliance with the terms of the Agreement. The Affidavit and all final lien waivers shall be on a form acceptable to the City.

8.6 All Project invoices shall be sent to:

Evanston Public Library – John Devaney  
1703 Orrington Avenue  
Evanston, Illinois 60201

with a copy to:

City of Evanston  
2100 Ridge Avenue  
Evanston, Illinois 60201

## 9 Notice and Cure/Termination

9.1 In furtherance of Contractor's Work on this Project, the City and the Contractor agree that the following Notice and Cure provision in this Section 9.1 shall apply during the duration of Contractor's work on this Project, in addition to the reserved rights of the City enumerated in this Agreement as follows:

- 5.1 Liquidated Damages;
- 8.3 City's right to withhold payment;
- 16.2 Contractor's duty to revise and correct errors; and
- 16.3 Contractor's duty to respond to City's notice of errors and omissions.

The City may notify Contractor of its intent to terminate this Agreement within (7) seven calendar days of issuance by the City of written notice to Contractor's Project Manager regarding defects in the Project or in Contractor's Work. The City shall specify any such nonconforming Work or defects in the Project in its notice to Contractor under this Section 9.1. Contractor will have the opportunity to cure the non-conforming Work within (7) seven calendar days after receipt of the written notice issued by the City. All such curative work done shall be performed and completed to the City's satisfaction. Nothing in this Section 9.1 shall otherwise affect the City's right to exercise its rights in Section 9.2.

9.2 The City shall have the right to terminate this Agreement upon fifteen (15) days written notice for any reason. Mailing of such notice shall be equivalent to personal notice and shall be deemed to have been given at the time of receipt.

EXHIBIT N

Payments made by the City pursuant to this Agreement are subject to sufficient appropriations made by the City of Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the City Council, the City's obligations hereunder shall cease and there shall be no penalty or further payment required.

9.3 Within thirty (30) days of termination of this Agreement, the Contractor shall turn over to the City any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCAD Version 2007, ArcView, PDF, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the City related to the Work herein. Upon receipt of said items, the Contractor shall be paid for labor and expenses incurred to the date of termination as provided in Section 8.2. This Agreement is subject to termination by either party if either party is restrained by a state or federal court of competent jurisdiction from performing the provisions of this Agreement. Upon such termination, the liabilities of the parties to this Agreement shall cease, but they shall not be relieved of the duty to perform their obligations through the date of termination. No lien shall be filed by the Contractor in the event of a termination of this Agreement by the City.

9.4 If, because of death or any other occurrence, including, but not limited to, Contractor becoming insolvent, it becomes impossible for any principal or principals of the Contractor to render the services set forth in this Agreement, neither the Contractor, nor its surviving principals shall be relieved of their obligations to complete the professional services. However, in the event of such an occurrence, the City at its own option may terminate this Agreement if it is not furnished evidence that competent professional services can still be furnished as scheduled.

9.5 In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the City shall have the right to terminate this Agreement without prior written notice.

## 10 Insurance

10.1 The Contractor shall, at its own expense, secure and maintain in effect throughout the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or sub-contractors. Contractor acknowledges and agrees that if it fails to comply with all requirements of this Section 10, the City may void the Agreement.

The Contractor must give to the City Certificates of Insurance identifying the City to be an Additional Insured for all Work done pursuant to this Agreement before City staff recommends award of the contract to City Council. Any limitations or modifications on the Certificate(s) of Insurance issued to the City in compliance with this Section that conflict with the provisions of this Section 10 shall have no force and effect.

After award of the Contract to Contractor (contracts over \$500,000 in value or if the project is deemed high risk) the Contractor **shall** give the City a certified copy (ies) of the insurance policy

EXHIBIT N

(ies) evidencing the amounts set forth in Section 10.2, and copies of the Additional Insured endorsement to such policy (ies) which name the City as an Additional Insured for all Work done pursuant to this Agreement before Contractor does any Work pursuant to this Agreement. Contractor's certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to the City. Contractor shall promptly forward new certificate(s) of insurance evidencing the coverage(s) required herein upon annual renewal of the subject policies.

The policies and the Additional Insured endorsement must be delivered to the City within two (2) weeks of the request. All insurance policies shall be written with insurance companies licensed or authorized to do business in the State of Illinois and having a rating of not less than A-VII according to the A.M. Best Company. Should any of the insurance policies be canceled before the expiration date, the issuing company will mail thirty (30) days written notice to the City. The Contractor shall require and verify that all sub-contractors maintain insurance meeting all of the requirements stated herein.

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

10.2 Contractor shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Contractor, and insuring Contractor against claims which may arise out of or result from Contractor's performance or failure to perform the Services hereunder:

- a) Worker's compensation in statutory limits and employer's liability insurance in the amount of at least five hundred thousand dollars (\$500,000);
- b) Comprehensive general liability coverage which designates the City as an additional insured for not less than three million dollars (\$3,000,000) combined single limit for bodily injury, death and property damage, per occurrence;
- c) Comprehensive automobile liability insurance covering owned, non-owned, and leased vehicles for not less than one million dollars (\$1,000,000) combined single limit for bodily injury, death, or property damage, per occurrence; and

Contractor understands that the acceptance of Certificates of Insurance, policies, and any other documents by the City in no way releases the Contractor and its sub-contractors from the requirements set forth herein.

Contractor expressly agrees to waive its rights, benefits and entitlements under the "Other Insurance" clause of its commercial general liability insurance policy as respects the City. Contractor expressly agrees that its insurance coverage is required to be primary by this Agreement, that its insurance coverage shall be on a primary and non-contributory basis, and that it and its

EXHIBIT N

insurance carrier are estopped from denying such coverage is primary. In the event Contractor fails to purchase or procure insurance as required above, the parties expressly agree that Contractor shall be in default under this Agreement, and that the City may recover all losses, attorney's fees and costs expended in pursuing a remedy, or reimbursement, at law or in equity, against Contractor.

## 11 Indemnification

11.1 The Contractor shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Contractor or Contractor's sub-contractors, employees, agents or sub-contractors 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.

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

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

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

11.3 The Contractor 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-contractors' work. Acceptance of the work by the City will not relieve the Contractor 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.

11.4 All provisions of this Section 11 shall survive completion, expiration, or termination of this Agreement.

## 12 Drawings and Documents

12.1 Any drawings, survey data, reports, studies, specifications, estimates, maps, plans, computations, and other documents required to be prepared by the Contractor for the Project shall be considered Works for Hire and the sole property of the City.

12.2 The Contractor and its sub-contractor shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the City and the federal funding entity, if applicable, and the Contractor agrees to cooperate fully with any audit conducted by the City and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this Subsection shall establish a presumption in favor of the City for recovery of any funds paid by the City under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

## 13 Successors and Assigns

13.1 The City and the Contractor each bind themselves and their partners, successors, executors, administrators, and assigns to the other party of the Agreement and to the partners, successors, executors, administrators, and assigns of such other party in respect to all covenants of this Agreement. Neither the City nor the Contractor shall assign, sublet, or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the City and the Contractor.

## 14 Force Majeure

14.1 Whenever a period of time is provided for in this Agreement for the Contractor or the City to do or perform any act or obligation, neither party shall be liable for any delays or inability to perform if such delay is due to a cause beyond its control and without its fault or negligence including, without limitation:

- a) Acts of nature;
- b) Acts or failure to act on the part of any governmental authority other than the City or Contractor, including, but not limited to, enactment of laws, rules, regulations, codes or ordinances subsequent to the date of this Agreement;
- c) Acts of war;
- d) Acts of civil or military authority;

- e) Embargoes;
- f) Work stoppages, strikes, lockouts, or labor disputes;
- g) Public disorders, civil violence, or disobedience;
- h) Riots, blockades, sabotage, insurrection, or rebellion;
- i) Epidemics or pandemics;
- j) Terrorist acts;
- k) Fires or explosions;
- l) Nuclear accidents;
- m) Earthquakes, floods, hurricanes, tornadoes, or other similar calamities;
- n) Major environmental disturbances; or
- o) Vandalism.

If a delay is caused by any of the *force majeure* circumstances set forth above, the time period shall be extended for only the actual amount of time said party is so delayed. Further, either party claiming a delay due to an event of *force majeure* shall give the other party written notice of such event within three (3) business days of its occurrence or it shall be deemed to be waived.

## 15 Amendments and Modifications

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

## 16 Standard of Care & Warranty

16.1 The Contractor shall perform all of the provisions of this Agreement to the satisfaction of the City. The City shall base its determination of the Contractor's fulfillment of the scope of the work in accordance with generally accepted professional standards applicable to the Work for this Project. The Contractor shall perform all of the provisions of this Agreement with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar conditions.

16.2 The Contractor shall be responsible for the accuracy of its professional services under this Agreement and shall promptly make revisions or corrections resulting from its errors, omissions, or negligent acts without additional compensation. The City's acceptance of any of the Contractor's professional services shall not relieve the Contractor of its responsibility to subsequently correct any such errors or omissions. If a Contractor has provided the City with specifications for this Project which are determined to be incorrect or which require revision during the solicitation process (including but not limited to Requests for Proposals, Requests for Qualifications, or bids), the Contractor shall make such corrections or revisions to the specifications at no cost to the City. Further, upon receipt of an invoice from the City, the Contractor shall promptly reimburse the City for the reasonable costs associated with the preparation and dissemination of said corrections or revisions to appropriate parties, including but not limited to preparation of the corrected or revised

documents, and printing and distribution costs.

16.3 During the pendency of its Work on this Project, the Contractor shall respond to the City's notice of any errors or omissions within twenty-four (24) hours. The Contractor shall be required to promptly visit the Project site(s) if directed to by the City.

16.4 The Contractor shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement.

16.5 Contractor guarantees and warrants to the City that:

- a) All materials and equipment furnished under this Agreement shall be of good quality and new, unless otherwise required or permitted by the Contract Documents;
- b) The Work of this Agreement shall be free from defects which are not inherent in the quality required; and
- c) The Work shall comply with the requirements set forth in the Contract Documents.

This warranty and guarantee shall be for a period of one (1) year from the date of completion and Final Acceptance of the Work by the City, or as otherwise provided in the Contract Documents.

If, within the one year warranty period, after the Contractor has received a final payment under this Agreement, any of the Work is found to be not be in accordance with the requirements of this Agreement, or where defects in materials or workmanship may appear, or be in need of repair, the Contractor shall correct non-conforming and/or defective work or materials promptly after receipt of written notice from the City. Contractor shall immediately at its own expense repair, replace, restore, or rebuild any such Work. This remedy is in addition to any other legal or equitable remedies the City may have under this Agreement or the law.

This guarantee and warranty shall not relieve Contractor of liability for latent defects, and shall be in addition to the City's rights under the law or other guarantees or warranties, express or implied.

16.6 The provisions of this Section 16 shall survive the completion, expiration or termination of this Agreement.

## 17 Savings Clause

17.1 If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

## 18 Non-Waiver of Rights

18.1 No failure or delay by the City to exercise any power given to it hereunder or to insist upon strict compliance by Contractor with its obligations hereunder, nor any payment made by the City under this Agreement, shall constitute a waiver of the City's right to demand strict compliance with the terms hereof, unless such waiver is in writing and signed by the City.

## 19 Entire Agreement

19.1 This Agreement 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.

## 20 Governing Law

20.1 This Agreement shall be construed in accordance with and subject to the laws and rules of the City of Evanston and the State of Illinois both as to interpretation and performance. Venue for any action arising out of or due to this Agreement shall be in Cook County, Illinois. The City shall not enter into binding arbitration to resolve any dispute related to this Agreement. The City does not waive tort immunity by entering into this Agreement.

## 21 Ownership of Contract Documents

21.1 Contractor is specifically prohibited from using in any form or medium, the name or logo of the City for public advertisement, unless expressly granted written permission by the City. Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with this Project is not to be construed as publication in derogation of the City's reserved rights.

## 22 Notice

22.1 Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, or by personal service, to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this Subsection:

Evanston Public Library - Project Manager John Devaney, Bid 21-03  
1703 Orrington Avenue  
Evanston, Illinois 60201

if to the Contractor:

EXHIBIT N

CENTRAL LAKES CONSTRUCTION CO., INC.  
749 PINECREST DRIVE  
PROSPECT HEIGHTS, IL 60070

22.2 Mailing of such notice as and when provided above shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

## 23 Severability

23.1 Except as otherwise provided herein, the invalidity or unenforceability of any particular provision, or part thereof, of this Agreement shall not affect the other provisions, and this Agreement shall continue in all respects as if such invalid or unenforceable provision had not been contained herein.

## 24 Execution of Agreement

24.1 This Agreement shall be signed last by the Executive Library Director.

## 25 Counterparts

25.1 For convenience, this Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original.

## 26 Authorizations

26.1 The Contractor's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Contractor's board of directors or its bylaws to execute this Agreement on its behalf. The Executive Library Director affirms that he/she has been lawfully authorized to execute this Agreement. The Contractor and the City shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances, or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

## 27 Time of Essence

27.1 Time is of the essence with respect to each provision hereof in which time is a factor.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives. The effective date of this Agreement will be the date this Agreement is signed by the City Manager.

**CONTRACTOR**

By: Robert H. Flasz  
ROBERT H. FLASZ  
Name: CENTRAL LAKES CONSTRUCTION CO., INC.  
Its: PRESIDENT  
Date: FEBRUARY 9, 2021

**EVANSTON PUBLIC LIBRARY - CITY OF EVANSTON**

By: \_\_\_\_\_  
Karen Danczak-Lyons  
Its: Executive Library Director Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Kelley Gandurski  
Its: Corporation Counsel

Revision: March 2020

**EXHIBIT O**

**BID BOND SUBMITTAL LABEL**

**CUT AND ATTACH LABEL ON OUTSIDE OF SEALED BID BOND SUBMITTAL**

✂-----

**BID SUBMITTAL NUMBER:** BID NUMBER: 21-03

**BID SUBMITTAL NAME:** EVANSTON PUBLIC LIBRARY - ALL GENDER RESTROOM

**BID SUBMITTAL DUE DATE/TIME:** TUESDAY, FEBRUARY 9, 2021 AT 2:00 PM

**COMPANY NAME:** CENTRAL LAKES CONSTRUCTION CO., INC.

**COMPANY ADDRESS:** 749 PINECREST DRIVE - PROSPECT HEIGHTS, IL 60070

**COMPANY TELEPHONE #:** (847) 459-0190

✂-----

If required by the bid documents, a scanned copy of the bid bond must be included with the bid electronic submission. The City is currently not able to accept a certified check, bank cashier's check or electronic bid bond at this time.

The original bid bond (in the amount of 5% of the original bid amount) must be mailed within ten (10) days after the bid due date, to the City of Evanston Purchasing Department, 2100 Ridge Avenue - Room 4200 Evanston, Illinois 60201 Attention Purchasing Manager using the USPS (certified or priority), UPS or FedEx mail options in order to have a tracking number; which sum shall be forfeited in case the successful bidder fails to enter into a binding contract and provide a properly executed contract and surety bond within 15 days after the date the contract is awarded by the City.



# Document A310™ - 2010

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Central Lakes Construction Co., Inc.  
749 Pinecrest Drive  
Prospect Heights, IL 60070

### SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company Of America: Connecticut Corporation  
One Tower Square  
Hartford, CT 06183

### OWNER:

(Name, legal status and address)

City of Evanston  
Evanston Public Library  
2100 Ridge Avenue  
Evanston, IL 60201

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** Five Percent of the Amount of Bid----- (--5%--)

### PROJECT:

(Name, location or address, and Project number, if any)

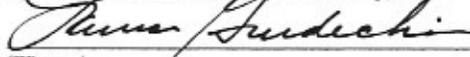
Evanston Public Library- All Gender Restroom, Bid #21-03

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

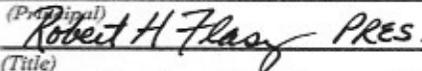
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of February, 2021.

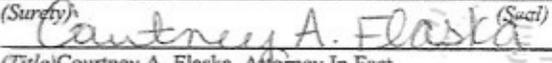
  
(Witness)

  
(Witness)

Central Lakes Construction Co., Inc.

 PRES. (Seal)

Travelers Casualty and Surety Company Of America

 (Seal)  
(Title) Courtney A. Flaska, Attorney In Fact

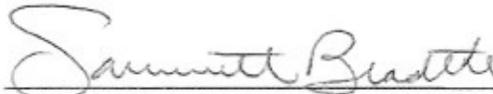
**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

*Surety Company Acknowledgement*

STATE OF **ILLINOIS**  
COUNTY OF **COOK**

SS.:

On this 9th day of February, 2021, before me personally appeared **Courtney A. Flaska**, to me known, who, being by me duly sworn, did depose and say: that (s)he resides at **Schaumburg, Illinois**, that (s)he is the **Attorney in Fact of Travelers Casualty and Surety Company Of America**, the corporation described in and which executed the annexed instrument; that (s)he knows the corporate seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed his/her name thereto by like order; and that the liabilities of said corporation do not exceed its assets as ascertained in the manner provided by law.



Notary Public in and for the above County and State

My Commission Expires: 06/23/21





**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Courtney A. Flaska of Schaumburg, Illinois**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut

City of Hartford ss.

By: *Robert L. Raney*  
 Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



*Marie C. Tetreault*  
 Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 9th day of February, 2021



*Kevin E. Hughes*  
 Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880. Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**

**EXHIBIT A – BID FORM**  
**For**  
**Evanston Public Library – All Gender Restroom**  
**(BID #21-03)**

1.01 BID TO:

**THE CITY OF EVANSTON – EVANSTON PUBLIC LIBRARY**  
2100 Ridge Avenue  
Evanston, Illinois 60201

Hereinafter called "OWNER".

1.02 BID FROM:

CENTRAL LAKES CONSTRUCTION CO., INC.

(Hereinafter call "BIDDER")

749 PINECREST DRIVE – PROSPECT HEIGHTS, IL 60070

Address

(847) 459-0190

Telephone Number

(847) 459-0507

Fax Number

1.03 BID FOR: **Evanston Public Library – All Gender Restroom**

1.04 ACKNOWLEDGEMENT:

- A. The Bidder, in compliance with the Invitation for Bids, having carefully examined the Drawings and Project Manual with related documents and having visited the site of the proposed Work, and being familiar with all of the existing conditions and limitations surrounding the construction of the proposed project, including the structure of the ground, subsurface conditions, the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, hereby PROPOSES to perform everything required to be performed, and to provide all labor, materials, necessary tools and equipment, expendable equipment, all applicable permits and taxes and fees, and provide all utility and transportation services necessary to perform and complete in a workmanlike

manner the Project in accordance with all the plans, specifications and related Contract Documents as prepared by the City of Evanston/Evanston Public Library.

- B. The undersigned hereby acknowledges receipt of Invitation of Bids, Instruction to Bidder, the Project Manual, Drawings, and other Contract Documents and acknowledges receipt of the following Addenda:

Addendum No.     N/A     Dated     N/A    

Addendum No.     N/A     Dated     N/A    

Addendum No.     N/A     Dated     N/A    

#### 1.05 GENERAL STATEMENTS

- A. The undersigned has checked all of the figures contained in this proposal and further understands that the Owner will not be responsible for any errors or omissions made therein by the undersigned.
- B. It is understood that the right is reserved by the Owner to reject any or all proposals, to waive all informality in connection therewith and to award a Contract for any part of the work or the Project as a whole.
- C. The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.
- D. It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the Contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.
- E. It is agreed that the undersigned has complied and/or will comply with all requirements concerning licensing and with all other local, state and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal, in awarding the Contract to him, and/or in the prosecution of the Work required hereunder.
- F. To be considered a bona fide offer, this proposal must be completed in full and accompanied by a bid deposit or a bid bond when required by Contract Documents or Addenda.

#### 1.06 ALTERNATES

- A. When alternate proposals are required by Contract Documents or Addenda thereto, the undersigned proposes to perform alternates for herein stated additions to or deductions from hereinbefore stated Base Bid. Additions and deductions include all modifications of Work or additional Work that the

undersigned may be required to perform by reason of the acceptance of alternates.

#### 1.07 ALLOWANCE

- A. The allowance is general and should be used in the event that any unforeseen condition is discovered. After discovering the unforeseen condition, the contractor shall submit a Found Condition Report (FCR) and an Authorization to Use Allowance (AUA) to the Consultant. The Consultant will then notify the Owner and both the Owner and the Consultant will view the unforeseen condition to determine if the work will be authorized. Under no circumstances shall the contractor move forward with the work in question nor shall the contractor expend allowance without an approved AUA. At the end of the project, unspent allowance shall be credited to owner via change order.

#### 1.08 AGREEMENT

- A. In submitting this Bid, the undersigned agrees:
1. To hold this Bid open for sixty (60) days from submittal date.
  2. To enter into and execute a Contract with the Owner within ten (10) days after receiving Notice of Award from the Owner.
  3. To accomplish the work in accordance with the Contract Documents.
  4. To complete the work by the time stipulated in the General Conditions
- B. The Owner reserves the right to reject any and all Bids and to waive any informalities in Bidding.

#### 1.09 SCHEDULE

- A. See General Conditions for required schedule of completion dates.

#### 1.10 PROPOSED PRICES

- A. The Bidder hereby proposes to furnish all labor, materials, equipment, transportation, construction plant and facilities necessary to complete, in a workmanlike manner and in accordance with the contract documents, the contract of work bid upon herein for compensation in accordance with the following prices:

<b>BASE BID AMOUNT:</b>	<b>\$ 163,640.00</b>
<b>ALLOWANCE (ADDITIONAL WORK – GENERAL):</b>	<b>\$ _____ +30,000</b>
<b>TOTAL BASE BID AMOUNT:</b>	<b>\$ 193,640.00</b>

#### 1.11 UNIT PRICING LIST

The undersigned submits the following UNIT PRICING LIST to be performed as shown on the Plans and/or described in the Specifications, and agrees that items of work not specifically mentioned in the Schedule which are necessary and required to complete the work intended shall be done incidental to and as part of the work for which a unit price is given, and understands that no additional payment will be made for such incidental work from the estimated quantities shown below. Unit prices for individual line items shall be used for the project's schedule of values, pay applications and will also be used to determine the amount to ADD TO or DEDUCT FROM the contract LUMP SUM PRICE for properly authorized additional or deducted work. In the event of a change to the contract the contractor shall be limited to markup percentages as indicated in Section 01028, 1.05, A. Bidders shall examine plans and determine actual work items and quantities for the work involved for bid analysis by the Owner.

Item	Description	Unit	Base Bid Quantity	Add Cost *	Deduct Cost **
1	See Drawings Attached	XX	XX	\$ N/A	\$ N/A

\* Add costs to be provided by Bidder

\*\* Deduct costs to be provided by Bidder

#### 1.12 BID SECURITY

If required by the bid documents, a scanned copy of the bid bond must be included with the bid electronic submission. The City is currently not able to accept a certified check, bank cashier's check or electronic bid bond at this time.

- A. The City of Evanston Civic Center is unable to receive in person drop-off and it is closed to the public. The original bid bond must be mailed within ten (10) days after the due date, to the City of Evanston Purchasing Department, 2100 Ridge Avenue - Room 4200 Evanston, Illinois 60201 Attention Purchasing Manager using the USPS (certified or priority), UPS or FedEx mail options in order to have a tracking number.
- B. Accompanying this electronic submittal is a scanned copy of a bank draft, bid bond, Cashier's check or Certified check as surety in the amount of not less than five percent (5%) of the Total Bid payable to the City of Evanston.

The amount of the check or draft is: \$ BID BOND: 5% OF TOTAL BID

If this bid is accepted and the undersigned shall fail to execute a contract and contract bond as required it is hereby agreed that the amount of the check or draft or bidder's bond substituted in lieu thereof, shall become the property of the City and shall be considered as payment of damages due to delay and other causes suffered by the City because of the failure to execute said contract and contract

bond; otherwise said check or draft shall be returned to the undersigned.

In the event that one check or draft is intended to cover two or more bids, the amount must be equal to the sum of the project proposal guarantees of the individual sections covered.

If the check or draft is placed on another project proposal, state below where it may be found, as follows: The check or draft will be found in the project proposal for:

----- N/A -----

1.13 PERFORMANCE/PAYMENT BOND

The undersigned bidder agrees to provide Performance Bond and Payment Bond executed in accordance with Contract Performance Bond form furnished by and acceptable to the Owner written with TRAVELERS CASUALTY AND SURETY  
COMPANY OF AMERICA

in the amount of 100% of the Contract Sum (Total Base Bid and all accepted alternatives and adjustments) the cost of which is included in the Bid.

Cost of bond for change order is (3%) THREE percent of change order cost.

1.14 LIQUIDATED DAMAGES

The undersigned Bidder understands and agrees to the provisions stated under "LIQUIDATED DAMAGES" in the General Conditions and shall be assessed at the specified daily rate for each calendar day or partial calendar day until completion as defined herein.

1.15 MATERIAL SUBSTITUTION SHEET

The following is a schedule of substitute materials I propose to furnish on this job, with the difference in price being added to or deducted from the Base Bid. The Base Bid is understood to include only those items which are definitely specified by trade names or otherwise.

I understand that if no price difference is indicated, then the selection of materials is optional with the Owner, and approval or rejection of the substitution below will be indicated prior to signing of Contracts.

<u>PRODUCT NAME AND/OR MANUFACTURER</u>	<u>ADD</u>	<u>DEDUCT</u>
----- N/A -----	-----	-----
-----	-----	-----
-----	-----	-----

1.16 PROPOSAL SIGNATURE (REQUIRED)

A. SOLE PROPRIETOR

Signature of Bidder: ----- N/A -----

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_, 20\_\_

\_\_\_\_ N/A \_\_\_\_

Notary Public

Commission Expires: \_\_\_\_ N/A \_\_\_\_

B. PARTNERSHIP

Signature of All Partners: \_\_\_\_\_ N/A \_\_\_\_\_

\_\_\_\_\_ N/A \_\_\_\_\_

Name (typed or printed)

\_\_\_\_\_ N/A \_\_\_\_\_

Name (typed or printed)

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_, 20\_\_

\_\_\_\_ N/A \_\_\_\_

Commission Expires: \_\_\_\_ N/A \_\_\_\_

Notary Public

C. CORPORATION

Signature of Authorized Official: Robert H Flasz

Title: PRESIDENT

Name above (typed or printed): ROBERT H. FLASZ

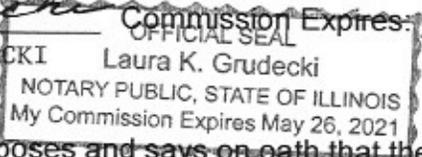
(If other than the president, attach a certified copy of that section of corporate by-laws or other authorization by the Corporation which permits the person to execute the offer for the Corporation.)

(Corporate Seal)

Attest: Laura Grudecki  
Secretary LAURA GRUDECKI

SUBSCRIBED AND SWORN to before me this 9TH day of FEB., 2021

Laura K. Grudecki Commission Expires: MAY 26, 2021  
Notary Public LAURA K. GRUDECKI Laura K. Grudecki



1.17 DISCLOSURE

A. The undersigned duly sworn deposes and says on oath that the bidder has withheld no disclosures of ownership interest and the information provided

herein to the best of its knowledge is current and said undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price named in said proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders and has not disclosed to any person, firm or corporation the terms of this bid or the price named herein.

Bidder: CENTRAL LAKES CONSTRUCTION CO., INC.

Business Address: 749 PINECREST DRIVE

PROSPECT HEIGHTS, IL 60070

Telephone Number: (847) 459-0190

#### 1.18 CONTACTS

- A. In the event the Evanston City Council approves this bid response, list the name, address, telephone, and fax number of the person to be contacted:

Bidder: CENTRAL LAKES CONSTRUCTION CO., INC. - ROBERT H. FLASZ

Address: 749 PINECREST DRIVE

PROSPECT HEIGHTS, IL 60070

Telephone Number: (847) 459-0190

Fax Number: (847) 459-0507

CELL PHONE: (847) 421-7162

1.19 REFERENCES

A. Provide three (3) references for which your firm has completed work of a similar scope in the past.

1. Name: RIVER GROVE SCHOOL DISTRICT 85.5

Address: \_\_\_\_\_

Contact Person: MARLENE FLAHAVEN  
SCHOOL BOARD PRESIDENT

Phone: (708) 453-4413

Contract Value: \_\_\_\_\_

Contract Dates: \_\_\_\_\_

2. Name: RICHLAND SCHOOL DISTRICT 88-A

Address: \_\_\_\_\_

Contact Person: JOSEPH SIMPKINS  
SUPERINTENDENT

Phone: OFFICE: (815) 744-7288, X-2212

CELL: (708) 829-4430

Contract Value: \_\_\_\_\_

Contract Dates: \_\_\_\_\_

3. Name: WOLD ARCHITECTS & ENGINEERS

Address: \_\_\_\_\_

Contact Person: JOHN MAURER

Phone: (847) 241-6100

Contract Value: \_\_\_\_\_

Contract Dates: \_\_\_\_\_

## EXHIBIT B

### City of Evanston M/W/EBE Policy

A City of Evanston goal is to provide contracting and sub-contracting opportunities to Minority Business Enterprises, Women Business Enterprises, and Evanston Business Enterprises. The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. To assist such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

Firms bidding on projects with the City must work to meet the 25% goal or request a waiver from participation. It is advised that bidders place advertisements requesting sub-contractors and that they email or contact individual firms that would be appropriate to partner in response to the project. For samples of possible advertisements, see the City of Evanston's Business Diversity Section <http://www.cityofevanston.org/business/business-diversity/> (Sample Advertisement). If you request a paper copy of the additional documents, it will be available free of charge from the Purchasing Office, 2100 Ridge Road Suite 4200, Evanston, IL 60201.

If a bidder is unable to meet the required M/W/EBE goal, the Bidder must seek a waiver or modification of the goal on the attached forms. Bidder must include:

1. A narrative describing the Bidder's efforts to secure M/W/EBE participation prior to the bid opening.
2. Documentation of each of the assist agencies that were contacted, the date and individual who was contacted, and the result of the conversation (see form)
3. A letter attesting to instances where the bidder has not received inquiries/proposals from qualified M/W/EBEs
4. Names of owners, addresses, telephone numbers, date and time and method of contact of qualified M/W/EBE who submitted a proposal but was not found acceptable.
5. Names of owners, addresses, telephone numbers, date and time of contact of at least 15 qualified M/W/EBEs the bidder solicited for proposals for work directly related to the Bid prior to the bid opening (copies must be attached).

If a bidder is selected with a Sub-contractor listed to meet the M/W/EBE goal, a "monthly utilization report" will be due to the City prior to each payment being issued to the Contractor. This report will include documentation of the name of the firm hired, the type of work that firm performed, etc. Should the M/W/EBE not be paid according to the schedule proposed in this document, the City reserves the right to cancel the contract. Examples of this monthly form can be found on the City's website: <http://www.cityofevanston.org/business/business-diversity/> (MWEBE Monthly Utilization Report).





DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

APR 12 2017

Eric W. Mah  
Gim Electric Co. Inc.  
4150 N. Milwaukee Ave.  
Chicago, IL 60641

Dear Eric W. Wah:

We are pleased to inform you that **Gim Electric Co. Inc.** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **4/1/2022**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **4/1/2018, 4/1/2019, 4/1/2020, and 4/1/2021**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **4/1/2022**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **2/1/2022**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

**NAICS Code(s):**

**238210 - Electrical contractors**

Your firm's participation on City contracts will be credited only toward **Minority-Owned Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Rich Butler  
First Deputy Procurement Officer  
RB/nw



EXHIBIT C

**M/W/EBE PARTICIPATION COMPLIANCE FORM**

I do hereby certify that

Kohn Plumbing LLC (Name of firm) intends to participate as a Sub-contractor or General Contractor on the project referenced above.

This firm is a (check only one):

- \_\_\_\_\_ Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.
- x Women's Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.
- \_\_\_\_\_ Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response \$ 35,000.00

Amount to be performed by a M/W/EBE \$ 35,000.00

Percentage of work to be performed by a M/W/EBE 100 %

Information on the M/W/EBE Utilized:

Name Janice Iacullo

Address 4262 Old Grand Ave. Gurnee, IL 60031

Phone Number office 847-603-1014 cell 847-927-0264

Signature of firm attesting to participation Janice Iacullo

Title and Date President 1-19-2021

Please attach

1. Proper certification documentation if applying as an M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:

- |  |  |
|--|--|
| <input type="checkbox"/> Cook County           | <input checked="" type="checkbox"/> State Certification                          |
| <input type="checkbox"/> Federal Certification | <input checked="" type="checkbox"/> Women's Business Enterprise National Council |
| <input type="checkbox"/> City of Chicago       | <input type="checkbox"/> Chicago Minority Supplier Development Council           |

2. Attach business license if applying as an EBE

February 26, 2020

Certification Term Expires: February 26, 2021

Ms Janice Iacullo  
Kohn Plumbing LLC  
4262 Old Grand Ave  
B2  
Gurnee, IL 60031

Re: Women Business Enterprise (WBE)  
Dear Janice Iacullo:

Congratulations! After reviewing the information that you supplied, we are pleased to inform you that your firm has been granted certification as a Women Business Enterprise (WBE) under the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities

This certification is in effect with the State of Illinois until the date specified above. Please note that you have been granted certification under the Recognition Application because you are certified with one of our partner organizations and, as such, must recertify each year.

At least 15 days prior to the anniversary date of your certification, you will be notified by BEP through email to update your certification as a condition of continued certification. It is your responsibility to ensure that the contact email address listed in the system is accurate and up to date and that the email account is checked regularly so that you do not miss any important notifications. In addition, should any changes occur in ownership and/or control of the business, in the business' certification status with the partner organization, or other changes affecting the firm's operations, you are required to notify BEP within two weeks. Failure to notify our office of changes will result in decertification of your firm

Your firm's name will appear in the State's Directory as a certified vendor with the Business Enterprise Program in the specialty area(s) of:

NIGP 91468: PLUMBING

Your firm will only show up in the database of BEP-certified vendors the NIGP codes listed above, so PLEASE REVIEW THE LIST CAREFULLY TO ENSURE THAT ALL RELEVANT NIGP CODES ARE INCLUDED.

Also, please be advised that this certification does not guarantee that you will receive a State contract. Please visit the Vendor Registration page on [www.opportunities.illinois.gov](http://www.opportunities.illinois.gov) and be sure to register with each of the Procurement Bulletins listed so that you are notified of upcoming solicitations in your NIGP codes. Certification with the Business Enterprise Program does not ensure you receive notifications; you must also register with the Procurement Bulletins.

Thank you for your participation in the Business Enterprise Program. We welcome your participation and wish you continued success.

Sincerely,



Carlos Gutiérrez  
Certification Manager  
Business Enterprise Program



JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

Kohn Plumbing LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: February 18, 2020  
Expiration Date: February 28, 2021  
WBENC National Certification Number: WBE2000350

WBENC National WBE Certification was processed and validated by Women's Business Development Center - Midwest, a WBENC Regional Partner Organization.

Authorized by Emilia DiMenco, President & CEO Women's Business Development Center - Midwest



NAICS: 238220  
UNSPSC: 72102303





**EXHIBIT E**

**Construction Contractors' Assistance Organizations ("Assist Agencies") Form**

AGENCY	DATE CONTACTED	CONTACT PERSON	RESULT OF CONVERSATION
<b>Association of Asian Construction Enterprises (AACE)</b> 5500 Touhy Ave., Unit K Skokie, IL 60077 Phone: 847-525-9693 Perry Nakachii, President		----- N/A -----	
<b>Black Contractors United (BCU)</b> 400 W. 76th Street Chicago, IL 60620 Phone: 773-483-4000; Fax: 773-483-4150 Email: <a href="mailto:bcunewera@ameritech.net">bcunewera@ameritech.net</a>		----- N/A -----	
<b>Chicago Minority Business Development Council</b> 105 West Adams Street Chicago, Illinois 60603 Phone: 312-755-8880; Fax: 312-755-8890 Email: <a href="mailto:info@chicagomsdc.org">info@chicagomsdc.org</a> Shelia Hill, President		----- N/A -----	
<b>Evanston Minority Business Consortium, Inc.</b> P.O. Box 5683 Evanston, Illinois 60204 Phone: 847-492-0177 Email: <a href="mailto:embcinc@aol.com">embcinc@aol.com</a>		----- N/A -----	
<b>Federation of Women Contractors</b> 5650 S. Archer Avenue Chicago, Illinois 60638 Phone: 312-360-1122; Fax: 312-360-0239 Email: <a href="mailto:FWCChicago@aol.com">FWCChicago@aol.com</a> Contact Person: Beth Doria Maureen Jung, President		----- N/A -----	
<b>Hispanic American Construction Industry (HACIA)</b> 901 W. Jackson, Suite 205 Chicago, IL 60607 Phone: 312-666-5910; Fax: 312-666-5692 Email: <a href="mailto:info@haciaworks.org">info@haciaworks.org</a>		----- N/A -----	
<b>Women's Business Development Ctr.</b> 8 S. Michigan Ave, Suite 400 Chicago, Illinois 60603 Phone: 312-853-3477 X220; Fax: 312-853-0145 Email: <a href="mailto:wdbc@wdbc.org">wdbc@wdbc.org</a> Carol Dougal, Director		----- N/A -----	

**PLEASE NOTE:** Use of Construction Contractor's Assistance Organization (Assist Agencies") Form and agencies are for use as a resource only. The agencies and or vendors listed are not referrals or recommendations by the City of Evanston.

## EXHIBIT F

### CITY OF EVANSTON LOCAL EMPLOYMENT PROGRAM (LEP) COMPLIANCE

Effective Date January 1, 2015

#### City of Evanston Ordinance 60-O-14, Local Employment Program (LEP) New Penalties:

- **Ordinance 60-O-14**, Amendment to the MWEBE/LEP revising the penalty section from a \$100/per day to a 1.0% of total project value penalty can be found at: Ordinance 60-O-14 Amendment MWEBE LEP of the Evanston City Code Section 1-17-1 (C) can be found at Municode Library. The following are excerpts from Ordinance 60-O-14, Amending City Code Section 1-17-1(C) (11): Penalty.

**If the contactor or sub-contractor fails to comply:** The City may impose a fine up to one percent (1.0%) of the approved project price in total. Contractors or sub-contractors that are out of compliance due to a resident termination or resignation shall immediately notify the Business Workforce Compliance Coordinator of this occurrence within two (2) business days. Subsequently, the contractor or sub-contractor shall have five (5) additional business days to replace a terminated or resigned worker with another resident.

**If the contactor or sub-contractor fails to comply:** If the contractor or sub-contractor fails to make the replacement or to notify the Business Workforce Compliance Coordinator of this occurrence, the offending party will also be subject to a penalty up to one percent (1.0%) of the approved project price. If the noncompliant contractor makes a good faith effort to replace the resident, the fine may be waived.

**If the contactor or sub-contractor fails to comply:** At the sole discretion of the City, a contractor or sub-contractor that has violated the terms of the Local Employment Program within a three-year period may be determined a non-responsible bidder and excluded from bidding on future projects for a period of not less than one year.

**If the employee (LEP Evanston resident) fails to comply:** At the sole discretion of the City, an employee that has been hired through the LEP may be removed from the program for a period of not less than one year for failing to adhere to program guidelines or due to termination by the contractor for cause. Such termination process will be reviewed by the Business Workforce Compliance Coordinator.

**\*\*Detailed Local Employment Program Instructions "How to Comply" can be found at: Local Employment Program Detailed Instructions**

**Local Employment Program or Exhibit F Questions:** City staff is available for assistance to help with compliance. Submit questions in writing to Sharon A. Johnson, Business Workforce Compliance Coordinator at [shjohnson@cityofevanston.org](mailto:shjohnson@cityofevanston.org).

**EXHIBIT F**

**LOCAL EMPLOYMENT PROGRAM COMPLIANCE**

**CITY CODE SECTION 1-17-1(C): LOCAL EMPLOYMENT PROGRAM**

I have read and understood the requirements of the City of Evanston Local Employment Program ("LEP") as set forth in City of Evanston Code Section 1-17-1(C): Local Employment Program. I intend to comply with the program as follows:

Estimated total labor cost = \$ \_\_\_\_\_ 15% of total labor cost = \$ \_\_\_\_\_

- My total bid, including all alternates, is under \$250,000, and the LEP does not apply.
- My total bid, including all alternates, is equal to or greater than \$250,000, and I already employ, and will continue to employ for the duration of the contract for which I am submitting this bid, Evanston residents (residing in zip codes 60201 or 60202) for at least 15% of all hours worked at the construction site by construction trade workers.
- My total bid, including all alternates, is equal to or greater than \$250,000, and I will employ, for the duration of the contract for which I am submitting this bid, through use of the City of Evanston database or otherwise, Evanston residents (residing in zip codes 60201 or 60202) for at least 15% of all hours worked at the construction site by construction trade workers.
- My total bid, including all alternates, is equal to or greater than \$250,000, and I have been unable to comply with the LEP requirements but am willing to work with the City to achieve compliance.
- My total bid, including all alternates, is equal to or greater than \$250,000, and after having made sincere attempt to comply as noted below, I seek a waiver on a portion or all of the LEP requirements on this contract. Complete next section "Reasons for Waiver Request" below.

**I UNDERSTAND THAT FAILURE TO COMPLY WITH THE LEP, REGARDLESS OF INTENT, MAY RESULT IN MAXIMUM PENALTY AS SET FORTH IN CITY CODE SECTION 1-17-1(C)(11), AS AMENDED.**

**WAIVER WILL BE GRANTED ONLY AFTER SINCERE ATTEMPT TO COMPLY\***

REASONS FOR WAIVER REQUEST: PLEASE CHECK ALL THAT APPLY AND COMPLETE INFORMATION REQUESTED:

1. I have made sincere attempt as otherwise indicated below, but have nonetheless been unable to comply.
  - a. I do or will employ Evanston residents for the project, but such employment amounts to \_\_\_\_% of total labor cost.
2. The nature of the job is so technical that after having made sincere attempt as otherwise indicated below, I have been unable to locate any Evanston residents qualified to perform any aspects of the work. Please describe applicable job requirements/qualifications. Attach separate sheet if necessary:  
 ----- N/A -----  
 \_\_\_\_\_  
 \_\_\_\_\_

\*THE FOLLOWING DEMONSTRATE SINCERE ATTEMPT TO COMPLY: PLEASE CHECK EACH BOX COMPLETED, AS APPLICABLE:

3.  I have utilized the local resident database and otherwise worked with the City in attempt to hire Evanston residents in compliance with LEP on this project, and have nonetheless been unable to comply;
4.  I have placed one or more ads in a local newspaper seeking to hire Evanston residents in compliance with LEP on this project, and have nonetheless been unable to comply; and
5.  If I am utilizing union labor, I have contacted Chicagoland labor unions to request Evanston residents for employment in compliance with LEP on this project, and have nonetheless been unable to comply.

I have read The City of Evanston, Local Employment Program (LEP) requirements as set forth in City Code Section 1-17-1(C): Local Employment Program. I understand and will comply with the LEP requirements for this project with respect to the job and/or any waiver, as applicable. **I UNDERSTAND THAT IF MY APPLICATION IS NOT COMPLETE, MY BID MUST BE REJECTED.**

SIGNED: Robert H. Flasz ROBERT H. FLASZ  
 Signature Printed Name and Title FEBRUARY 9, 2021  
 Date

On behalf of Company: CENTRAL LAKES CONSTRUCTION CO., INC.

**EXHIBIT G**

**CERTIFICATION OF BIDDER REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY  
(Only if Contract Exceeds \$10,000)**

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed sub-contractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or sub-contract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

**CERTIFICATION OF BIDDER**

CENTRAL LAKES CONSTRUCTION CO., INC.

Name and Address of Bidder (Include ZIP Code) 749 PINECREST DRIVE  
PROSPECT HEIGHTS, IL 60070

IRS EMPLOYER I.D. NUMBER 36- 3787200

1. Bidder has participated in a previous contract or sub-contract subject to the Equal Opportunity Clause.  Yes  No
2. Bidder has filed all compliance reports due under applicable instructions.  Yes  No
3. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?  Yes  No

Name: ROBERT H. FLASZ  
PRESIDENT

Title: CENTRAL LAKES CONSTRUCTION CO., INC.

Signature: *Robert H Flasz*

Date: FEBRUARY 9, 2021

**EXHIBIT H**

**DISCLOSURE OF OWNERSHIP INTERESTS**

City of Evanston Ordinance 15-0-78 requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their bid. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: ROBERT H. FLASZ - CENTRAL LAKES CONSTRUCTION CO., INC.

APPLICANT ADDRESS: 749 PINECREST DRIVE - PROSPECT HEIGHTS, IL 60070

TELEPHONE NUMBER: (847) 459-0190

FAX NUMBER: (847) 459-0507

APPLICANT is (Check One)

1. Corporation  2. Partnership ( ) 3. Sole Owner ( ) 4. Association ( )

5. Other ( ) \_\_\_\_\_

Please answer the following questions on a separate attached sheet if necessary.

**SECTION I - CORPORATION**

1a. Names and addresses of all Officers and Directors of Corporation.

ROBERT H. FLASZ - PRESIDENT  
749 PINECREST DRIVE - PROSPECT HEIGHTS, IL 60070  
LAURA GRUDECKI - SECRETARY  
749 PINECREST DRIVE - PROSPECT HEIGHTS, IL 60070

1b. (Answer only if corporation has 33 or more shareholders.) Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

----- N/A -----

----- N/A -----

----- N/A -----

1c. (Answer only if corporation has fewer than 33 shareholders.) Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations

which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

---

100%	ROBERT H. FLASZ - PRESIDENT
------	-----------------------------

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749 PINECREST DRIVE - PROSPECT HEIGHTS, IL 60070

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**SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE**

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general is equal to or in excess of 3%.

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

**SECTION 3 - TRUSTS**

3a. Trust number and institution.

----- N/A -----

---

3b. Name and address of trustee or estate administrator.

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

----- N/A -----

---

----- N/A -----

---

----- N/A -----

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**SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE**

- 4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

----- N/A -----

---

----- N/A -----

---

----- N/A -----

---

- 4b. If any interest named in Section 1, 2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

----- N/A -----

---

----- N/A -----

---

----- N/A -----

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- 4c. If "constructive control" of any interest named in Sections 1, 2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture or partnership agreements.)

----- N/A -----

---

----- N/A -----

---

----- N/A -----

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I have not withheld disclosure of any interest known to me. Information provided is accurate

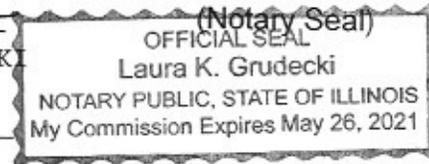
and current.

FEBRUARY 9, 2021  
Date

Robert H. Flasz  
Signature of Person Preparing Statement  
ROBERT H. FLASZ  
PRESIDENT  
Title

ATTEST: Laura K. Grudecki  
Notary Public LAURA K. GRUDECKI

Commission Expires: MAY 26, 2021



**EXHIBIT I**

**ADDITIONAL INFORMATION SHEET**

Bid/Proposal Name: EVANSTON PUBLIC LIBRARY ALL GENDER RESTROOM

Bid/Proposal Number #: 21-03

Company Name: CENTRAL LAKES CONSTRUCTION CO., INC.

Contact Name: ROBERT H. FLASZ

Address: 749 PINECREST DRIVE

City, State, Zip: PROSPECT HEIGHTS, IL 60070

Telephone/FAX: # (847) 459-0190 / (847) 459-0507

E-mail: rhf@central-lakes.com

Comments: COMPLETION DATE BASED UPON AWARD DATE.

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EXHIBIT J

**CERTIFICATE OF COMPLIANCE  
WITH PREVAILING WAGE RATE ACT**

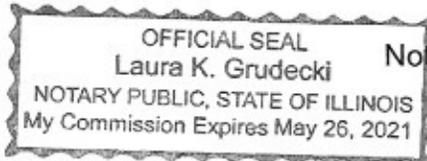
The undersigned, upon being first duly sworn, hereby certifies to the City of Evanston, Cook, County, Illinois, that all work under this contract shall comply with the Prevailing Wage Rate Act of the State of Illinois, 820 ILCS 130 *et seq*, and as amended by Public Acts 86-799 and 86-693 and current City of Evanston Resolution, with rates to be paid in effect at time work is performed. Contractors shall submit monthly certified payroll records to the city.

Name of Contractor: CENTRAL LAKES CONSTRUCTION CO., INC.

By: Robert H. Flasz  
ROBERT H. FLASZ - PRESIDENT

By: State of ILLINOIS, County of COOK

Subscribed and sworn to before me this 9TH day  
of FEBRUARY, 2021.



Laura K. Grudecki  
Notary Public LAURA K. GRUDECKI

**EXHIBIT K**  
**MAJOR SUB-CONTRACTORS LISTING**

The following Tabulation of Major Sub-contractors shall be attached and made a condition of the Bid. The Bidder expressly understands and agrees to the following provisions:

- A. If awarded a Contract as a result of this Bid, the major sub-contractors used in the prosecution of the work will be those listed below.
- B. The following list includes all sub-contractors who will perform work representing 5% (five percent) or more of the total Base Bid.
- C. The sub-contractors listed below are financially responsible and are qualified to perform the work required.
- D. The sub-contractors listed below comply with the requirements of the Contract Documents.
- E. Any substitutions in the sub-contractors listed below shall be requested in writing by the Contractor and must be approved in writing by the Owner. All pertinent financial, performance, insurance and other applicable information shall be submitted with the request for substitutions(s). Owner shall respond to such requests within 14 calendar days following the submission of all necessary information to the full satisfaction of the Owner.

<u>Category Number</u>	<u>Name of Sub-contractor</u>	<u>Address and Telephone</u>
	GIM ELECTRIC CO., INC.	(773) 286-7112
	4150 NORTH MILWAUKEE AVE.	
	CHICAGO, IL 60641	
	KOHN PLUMBING LLC	(847) 603-1014
	4262 OLD GRAND AVENUE, B2	
	GURNEE, IL 60031	

(Attach additional sheets as required)

**END OF SECTION**

EXHIBIT L

**CONFLICT OF INTEREST**

ROBERT H. FLASZ, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the Bidder, its owners and employees and any official or employee of the City of Evanston.

Bidder further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Bidder/proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/proposal.

*Robert H. Flasz*

ROBERT H. FLASZ, PRESIDENT - CENTRAL LAKES CONSTRUCTION CO., INC.

(Name of Bidder/proposer if the Bidder/proposer is an Individual)

(Name of Partner if the Bidder/proposer is a Partnership)

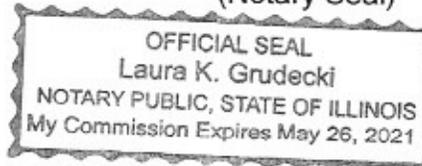
(Name of Officer if the Bidder/proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.  
Subscribed and Sworn to this 9<sup>TH</sup> day of FEBRUARY, 20 21

*Laura K. Grudecki*

Notary Public LAURA K. GRUDECKI

(Notary Seal)



Commission Expires: MAY 26, 2021

EXHIBIT M

**SIGNATURE FORM**

**THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED**

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the proposer hereby certifies that they are not barred from bidding on this contract as a result bid rigging or bid rotating or any similar offense (720 ILCS 5/33 E-3, E-4).

Authorized Signature: Robert H. Flasz

Company Name: CENTRAL LAKES CONSTRUCTION CO., INC.

Typed/Printed Name: ROBERT H. FLASZ

Date: FEBRUARY 9, 2021

Title: PRESIDENT

Telephone Number: (847) 459-0190

E-mail rhf@central-lakes.com

Fax Number: (847) 459-0507



# Memorandum

To: Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: No Change to Non-Resident Card Fee

Date: April 16, 2021

The State of Illinois requires the Library Board to “annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.”

The Illinois State Library has a recommended formula for calculating a library non-resident fee. The Library income from local property tax sources or its equivalent is divided by the population to yield the per capita library property tax support. This amount is then multiplied by the average number of persons per household (per the 2010 census) to produce the recommended non-resident fee of \$219.00. Our non-resident fee must at least equal this amount in order for the Library to be eligible for the State Per Capita Grant.

A	Local Property Tax Support	\$7,252,200
B	Population	74,486
C	A divided by B	\$97.36
D	Average number of people per household	2.25
E	NR Fee = C * D	\$219.00

All of the territory surrounding Evanston is served by tax supported public libraries, so we have a relatively small number of people who purchase non-resident cards. We average 7 active non-resident card users per year. Most are purchased by Chicago residents who wish to check out more than 50 items per visit to the Library and access to our e-resources.

Our current non-resident card fee is \$219.00 per year which became effective May 1, 2020. Because the property tax levy did not change, our fee will not.